Fire Risk Assessment

Carried out on behalf of

University of Sheffield - Birchen A-B

On the

07 Sep 2020

By

[redacted]

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FIRE RISK ASSESSMENT GUIDANCE NOTES

This Fire Risk Assessment has been compiled and formulated as required by the Regulatory Reform (Fire Safety) Order 2005, The Fire Safety (Scotland) Regulations 2006, The Fire & Rescue Services (NI) Order 2006 and The Fire Precautions (Workplace) Regulations (Northern Ireland Only). It has been constructed to be used as a tool for the safe management of a work place.

To use the Risk Assessment effectively follow the points below:-

1. Read the risk summary as a snap shot of the premises on the day of the Fire Risk Assessment. Recommendations from the Action Plan may have already been implemented by the time you read this.
2. The Risk Assessment is broken into the following twelve sections.
3. The Action Plan is the observations and recommendations of the Fire Assessor using their competence and experience to ensure the most pragmatic approach is applied to all significant findings.

   a. Read the Action Plan in its entirety as some actions may have an impact on other recommendations.
   b. Once the recommended action has been completed, the responsible person must sign and date the page relating to the non conformity this will then be automatically stored in the Archive Section which provides an audit trail.

4. It is essential that the Fire Log Book is maintained by the Responsible Person, to ensure that all tests, maintenance, practice drills and periods of instruction are recorded. If used as designed, this will then prove to be an invaluable Management tool.
5. If there are any material changes to the structure, layout, use of the building, type of business or changes in the number of staff then a new Fire Risk Assessment must be carried out.The Fire Risk Assessment should be reviewed by a competent person by the review date or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes to the premises, the occupancy or its use. It is recommended to have a review carried out annually to ensure all fire safety measures and practices are being adhered to.

SECTION 1:MANAGEMENT OVERVIEW - RISK ASSESSMENT

Address
University of Sheffield - Birchen A-B
14 Endcliffe Avenue
Sheffield
S10 3EA

Responsible Person
University of Sheffield

Article 5(3) Persons
[redacted]

Telephone
[redacted]

Email
[redacted]

Building Id
10031544
Assessment Id
10058472

This Risk Assessment was carried out on 07 Sep 2020 and the assessor has stated that this building cannot be below Medium risk.

Building Details:		
Assessor:	[redacted]	
Checked By:	[redacted]	Date: 26/09/2020
Validated By:	[redacted]	Date: 26/09/2020
Area:	300m2	
Number of floors:	4	
Occupied floors:	4	
Number of occupants:	30	
Is customer LandLord?:	No	
Type of alarm:	Category L1 System	

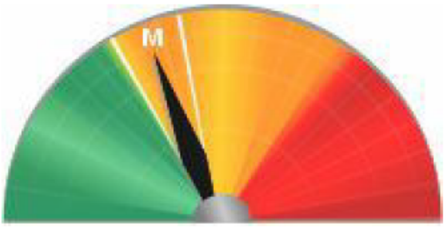
Live Fire Log Book	Next Due Date
Risk Assessment	07/09/2021
Fire Drill	Records held off-site
Fire extinguisher maintenance:	Records held off-site
Fire Safety Training	Records held off-site
Fire Marshal Training	Records held off-site
Fire Alarm Service	Records held off-site
Emergency Lighting Service	Records held off-site

Description of Property

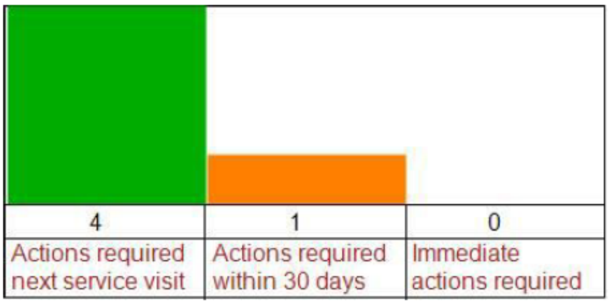
Traditional brick construction. [redacted]

[redacted]

Communal circulation areas, including kitchens, store cupboards, service cupboards, plant room and external areas.



This Risk Assessment was carried out on 07 Sep 2020 and this property was considered a Medium risk property.



To view actions outstanding click here

History of Incidents

None reported

Risk Assessors Summary

This fire risk assessment (FRA) is a review of the previous FRA that was carried out in July 2019 and an overall view of the building in its current state at time of our survey.

The ongoing coronavirus pandemic has meant that the accommodation has been unoccupied for a longer period of time than it would normally be, this is reflected in the overall good state of repair the building is in due to its lack of use and ongoing fire safety management improvement measures.

[redacted] of Engie is the person who provided information prior to our survey. [redacted] is the Article 18 nominated competent person as per the requirement under the Regulatory Reform (Fire Safety) Order 2005.

The fire risk assessor was not made aware of any current or pending enforcement notices from the local fire and rescue service.

The fire risk assessment is for the communal and landlord areas only. The student's flats/bedrooms were not accessed by the risk assessor and are not covered within the scope of this assessment. The occupancy number for the building is based on 1 person sleeping in each flat/bedroom.

The main fire hazards in the buildings current state is the electricity and gas that serves the building and the kitchen electrical appliances, this includes electrical appliances brought onto the site by the students. All students should be reminded of the dangers of leaving combustible items too close to a heat source. A proactive approach should be taken by the landlord and management team if they find any fire safety issues.

Most electrical appliances were switched off at time of survey. It is recommended that when the building is not in use, that all electrical appliances are switched off until required.

PAT testing is carried out on all portable appliances that are provided by the Landlord and extends to any students kitchen portable appliance that is available at time of testing.

There is a no smoking policy in force throughout the block, no evidence regarding smoking inside the building was found at the time of the assessment. All staff should assist in monitoring any illicit smoking within this or other blocks on the campus.

There is no history of Arson.

Students should be reminded of the importance of the fire doors throughout the block. It is recommended that the labels reminding students to keep fire doors shut (on the bottom of the fire doors) are re-located to head height.

Persons at risk are students and any visitors, cleaning staff and contractors. All staff are given fire safety information for the blocks as part of an induction. All visitors and contractors are also required to complete an induction which covers the actions to be taken in the event of a fire.

One of the main issues previously raised was the standard of the fire doors, in as much, as the fitting of the doors into the frames did not meet the required standard. This was usually due to excessive gaps at the threshold, between double doors opening into service shafts, and gaps between single doors and the door frames. The original builders (Lend Lease) agreed that modifications and improvement to the existing doors were required and have been upgrading the fire doors since. This survey has found that much improvement has been made to the vast majority of the sites fire doors, however there are some that appear to have been missed and a small amount that have been damaged. Due to the amount of fire doors on site this upgrade work is still ongoing.

[redacted]

The compartmentation and level of fire stopping appears satisfactory, Identification labels are in place showing where passive fire protection has been installed.

It has been previously documented that the original automatic fire detection and alarm system installation did not meet with BS 5839-1 category type L1, due to the lack of smoke detection in some electrical service riser cupboards. This conversation is still ongoing between the building's management and the original builder (Lend Lease) as to what the original design intent was. The size of some of the riser cupboards and the risk of a fire occurring in them and it spreading is still the cause for debate. It is the assessor's opinion that this discussion needs to take into account the amount of combustible items that are continuously found stored in some electrical service riser cupboards to assess the need for installing smoke detection in all of them. If the management of these cupboards is not improved, then the risk can only increase, subsequently necessitating the need for all electrical service riser cupboards to have smoke detection installed in them.

The fire alarm system is currently being upgraded due to its age.

Engie use their own facilities management systems to pre plan and record all scheduled maintenance and testing and therefore, to avoid duplication, the 'Live' logbook has not been utilised. No servicing records were viewed at time of survey, these records will need to be checked and validated.

The weekly test of the fire alarm is carried out by Engie who also check the operation of automatic closing fire doors at that time and ensure that the doors locked electronically and unlock on operation of the alarm.

A fire and security engineer employed by Engie is permanently on site and carries out annual servicing of the alarm system on each block in rotation. In addition, the engineer also checks and maintains the refuge communication facility.

Engie also test the emergency lighting on a monthly basis and carry out any repairs required.
June is the emergency lighting annual duration test, and this is carried out, in house, on all blocks during this month.

The location of all fire dampers (2218 across the whole campus) are known and these receive annual testing and maintenance, various rectification recommendations have been made on previous inspections and remedial works are still ongoing.

The university operates a full evacuation procedure (Simultaneous evacuation), which is suitable for this type of occupancy and building. This is in line with the buildings Fire Strategy.

General Fire Precautions - University Responsibility

Although the frequency of fire drills and the level of staff training are not the responsibility of the Engie, it is considered relevant to include information regarding this, and other fire procedures such as evacuation for persons with mobility issues.

Fire drills are carried out by University on or around [redacted] each year. They maintain records of evacuations and associated fire marshal training.

With regard to the evacuation of persons with disabilities, Personal Emergency Evacuation Plans (PEEPs) are formulated by the University. Students are asked, when applying for accommodation, if they have any disability issues so the University can provide suitable accommodation or provide equipment such as vibrating pillows etc or ensuring that they are accommodated in rooms with strobe lighting linked to the fire alarm.

With regard to students with mobility issues, they will be accommodated in ground floor accommodation provided the University is made aware of their requirements. The University's current procedure ensures that there are very few students with mobility issues on upper level accommodation.

The general fire procedure for the University is that, on operation of the alarm system, a signal showing the alarm location will be sent to the Campus Control, which is off site. Campus Control has wireless and land line communication with the University Security who are on call 24 hours a day. Security will respond to the location of the alarm to confirm if it is a genuine signal or otherwise. Campus Control will then summon the fire service using the 999 system. This is in addition to the fire procedure when a student could phone 999 independently on discovery of fire.

Fire hydrants are located around the campus streets.

SECTION 2: RISK ASSESSMENT

01 - Persons at Risk

It is important to consider all relevant persons that use the premises. This will include persons that use the building on a day to day basis such as staff or residents but also any persons that visit the premises on temporary basis such as visitor or contractors. Particular care should be taken to identify any risks to vulnerable persons such as those with disabilities or young persons.

Sub Section	Question	Answer	Action Plan	Status
01 - Young Persons	Are young persons in the premises?	There are no young persons present at the time of this fire risk assessment.		**N/A**
02 - Persons with Special Needs	Are persons with special needs in the premises?	There are no persons with special needs present at the time of this fire risk assessment.		**N/A**
03 - Members of the Public	Are members of the public present in the premises?	There are no members of the public allowed access to the building at the time of this fire risk assessment.		**N/A**
04 - Occupancy Numbers	Is the occupancy level for the premises acceptable?	The occupancy capacity, width of escape routes and exits appear to be sufficient.		**Compliant**
05 - Lone Working	Are there areas where relevant persons are isolated?	At the time of this fire risk assessment Company policy prohibits the practice of lone working.		**N/A**

02 - Sources of Ignition

The premises is assessed to identify all potential ignition sources that may be the cause of a fire. Examples of Ignition sources can be any heat generating equipment such as portable heaters, cooking equipment and power tools. Fixed installations and portable electrical equipment can also be an ignition source if they are misused or not maintained. Naked flames and equipment that generates sparks must be strictly controlled.

Sub Section	Question	Answer	Action Plan	Status
01 - Heating - Gas and Electric - including Portables	Are all heating appliances correctly installed, adequately protected and maintained?	All appliances are correctly installed and adequately maintained.		**Compliant**
02 - Electrical Services	Are all electrical installations and appliances correctly installed and maintained?	All electrical installations and appliances are correctly installed and adequately maintained.		**Compliant**
03 - Lightning Protection	Is lightning protection provided for the building?	A lightning protection system has been installed, the system is being periodically inspected and maintained.		**Compliant**
04 - Miscellaneous	Are potential sources of ignition adequately controlled?	Potential sources of ignition present are adequately controlled.		**Compliant**

03 - Sources of Fuel

In order for a fire to develop the presence of fuel is required. By managing the quantity, type and location of combustible materials the risk of a fire developing can be greatly reduced. The storage of combustible materials within the escape routes or places of high fire risk such as boiler rooms or electrical cupboards must be prevented.

Sub Section	Question	Answer	Action Plan	Status
01 - Housekeeping	Are house keeping arrangements satisfactory?	Housekeeping arrangements appear to be satisfactory.		**Compliant**

04 - Construction

The fire protection of the building is required to ensure that fire is unable to spread and also to prevent premature collapse in the event of fire. It means that the occupants can safely exit the premises without undue risk, whilst it is not perceived that any building should be sacrificed it is always possible to avoid the loss of the premises.

Sub Section	Question	Answer	Action Plan	Status
01 - Structural Elements	Are the fire resisting and separating walls and floors in good condition?	The fire resisting walls and floors appear to be of an acceptable standard.		**Compliant**
02 - Lift Shafts	Are the lifts contained within protected shafts?	There are no lifts servicing this building.		**N/A**
03 - Protected Shafts	Are the escalators, chutes, ducts and pipes contained within protected shafts?	The services are contained within protected shafts.		**Compliant**
04 - Concealed Spaces - Cavities	Are the concealed spaces or cavities protected with suitable cavity barriers?	The cavity barriers appear to be acceptable.		**Compliant**
05 - Protected Stairways	Are the stairways within the building required for means of escape adequately enclosed with fire resisting construction?	The stairways are enclosed throughout their height to an acceptable standard.		**Compliant**
06 - Higher Risk Areas	Are areas of higher risk and places of special fire hazard sufficiently separated from the remainder of the building by fire resisting construction?	The high risk areas and places of special fire hazard are adequately separated with fire resisting construction.		**Compliant**
07 - Surface Spread of Flame	Are the materials used to line walls and ceilings of the correct surface spread of flame classification in accordance with the Approved Document B of the Building Regulations?	The materials lining the walls and ceilings are deemed to be of an acceptable standard.		**Compliant**

05 - Means of Escape

To ensure a safe escape the escape routes must be protected from smoke, heat and flames. The distance that occupants have to travel must also be regulated to ensure that the distance people have to travel to safety is within the prescribed guidelines.

Sub Section	Question	Answer	Action Plan	Status
01 - Means of Escape for the Disabled	Are there adequate arrangements for the evacuation of disabled people?	No disabled persons present at the time of this fire risk assessment.		**N/A**
02 - Premises that are multi-occupied	Are the escape routes for all the building occupants acceptable?	The premises are multi-occupancy and the means of escape from each occupancy is considered satisfactory.		**Compliant**
03 - Escape routes and travel distances from within a storey	Are the escape routes sufficient in number and travel distance from any point within the floor area to the nearest storey exit, having due regard to the layout of walls, partitions and fittings within current guidance?	The travel distance to the nearest storey exit is within current guidance.		**Compliant**
04 - Occupancy Numbers	Is the occupancy level for the premises acceptable?	The occupancy capacity and width of escape routes and exits appear to be sufficient.		**Compliant**
05 - Protected Corridors	Are the protected corridors suitable and sufficient to allow the occupants to reach a storey exit safely?	All protected corridors are adequate to allow the occupants to reach a storey exit safely.		**Compliant**
06 - Escape from Inner Rooms	Is the escape from inner rooms acceptable?	No risk from inner room situations present.		**N/A**
07 - Accommodation Lifts and Stairways	Are the accommodation lifts and or stairways positioned so that they do not impact on the escape routes from upper floors?	The position of accommodation lifts and or stairways is such that they do not prejudice the escape from upper floors.		**Compliant**
08 - Protected Stairways	Do the protected stairways offer sufficient and suitable protection to ensure the safe escape of all occupants?	Sufficient and protected stairways have been provided to ensure safe escape of all the occupants.		**Compliant**
09 - External Stairways	Is the external stairways provision sufficient and does it afford suitable protection to the occupants to ensure their safe escape?	No external stairways were present.		**N/A**
10 - Escape Route across a flat roof	Is the escape route across a flat roof acceptable?	Flat roofs do not form part of the escape route.		**N/A**
11 - Fire-resisting doors	Do the fire resisting door sets meet the appropriate standard?	The threshold drop seal is faulty and not creating a full seal.	NR-49-198-1	**Non_Compliant**
11 - Fire-resisting doors	Do the fire resisting door sets meet the appropriate standard?	The fire door is missing part of its architrave and there is some faulty fire batt.	NR-49-198-2	**Non_Compliant**
11 - Fire-resisting doors	Do the fire resisting door sets meet the appropriate standard?	Missing/broken door handle.	NR-49-198-3	**Non_Compliant**
12 - Fire-resisting partitions	Are the fire resisting partitions present installed and maintained to the appropriate standards?	The fire resisting partitions within the building are constructed and maintained to an appropriate standard.		**Compliant**
13 - General Doors	Are the doors required to form part of the escape route in an emergency?	All the doors required to form part of the escape route are in good working order and are capable of being used effectively.		**Compliant**
14 - Housekeeping	Are house keeping arrangements satisfactory?	Combustible materials are located/stored in the escape routes.	A	**Non_Compliant**

06 - Fire-fighting Equipment

Fixed and portable firefighting equipment can be used to good effect and minimize damage to the premises. If a fire has been detected in its early stages fighting the fire in these early stages will contain its growth and reduce hazards to the occupants such as smoke and heat as well as minimising potential financial loss to the business and the impact on jobs.

Sub Section	Question	Answer	Action Plan	Status
01 - Portable Equipment	Are there sufficient quantities of portable fire-fighting equipment provided, correctly sited and adequately maintained?	The provision, siting and maintenance of portable fire-fighting equipment is suitable and sufficient.		**Compliant**
02 - Fixed Fire-Fighting Installations	Are the fixed fire-fighting installations correctly installed, adequately maintained and appropriate for the risk?	There is no requirement for a fixed fire-fighting installation at this premises.		**N/A**

07 - Fire Detection and Warning

It is essential for the safe evacuation of building occupants that they have been made aware of a fire incident as soon as possible. This will allow the Fire Service to be contacted in the early stages of the fire and most importantly all the occupants should have left the building to a place of safety before the fire has had the chance to take a hold. It is vital that any early warning and detection system be installed and maintained to British Standards.

Sub Section	Question	Answer	Action Plan	Status
01 - Fire Detection and Warning System Provision	Is there an adequate method for raising the alarm and detecting a fire present in the premises?	There is an appropriate method of raising the alarm and detection in the event of a fire.		**Compliant**
02 - Fire Alarm Maintainence	Is the fire alarm system routinely tested, inspected and maintained in accordance with current guidance?	The fire alarm system is routinely tested, inspected and maintained in accordance with current guidance.		**Compliant**

08 - Emergency Lighting

If the conventional lighting system fails in a building, an emergency lighting system may be required. The emergency lighting system should indicate the safe routes to and through the escape exits from the premises including any changes of direction or level en-route. It can also be used to illuminate fire alarm call points, refuges and firefighting appliances.

Sub Section	Question	Answer	Action Plan	Status
01 - The Emergency Lighting System	Is there an adequate method for illuminating the escape route and safety equipment in the premises?	It appears that the installed emergency lighting system will provide sufficient illumination (visual observation only, a physical test was not completed).		**Compliant**
02 - Maintenance of Emergency Lighting Systems	Is the emergency lighting system routinely tested, inspected and maintained in accordance with current guidance?	The emergency lighting system is routinely tested, inspected and maintained in accordance with current guidance.		**Compliant**

09 - Firefighters Provisions

As required under the Regulatory Reform (Fire Safety) Order 2005, The Fire Safety (Scotland) Regulations 2006, The Fire & Rescue Services (NI) Order 2006 and The Fire Precautions (Workplace) Regulations (Northern Ireland Only) consideration must be made to the effects of a fire in any given building to the Fire Service. Safety of the fire crews and their operational needs such as access, water supplies and building information must be reviewed and be made available for the Fire Service for consideration.

Sub Section	Question	Answer	Action Plan	Status
01 - Access for Fire Fighting	Have reasonable facilities and access for firefighters and fire appliances been provided to aid the protection of life?	Facilities and access for firefighters and fire appliances are available and adequate.		**Compliant**
02 - Firefighter Safety	Have all reasonable measures and arrangements been made to safeguard firefighting personnel in a fire situation?	All reasonable measures and arrangements for the safety of firefighting personnel in a fire situation are in place.		**Compliant**
03 - Water Supplies	Are water supplies adequately provided to assist firefighting personnel in their firefighting tasks?	There is adequate hydrant provision of adequate diameter in close proximity to the premises.		**Compliant**
04 - Rising Mains	Are rising mains adequately provided to assist firefighting personnel in their firefighting tasks?			**N/A**

10 - Management

Providing all of the elements of the fire safety plan (of which the fire risk assessment form just part) are adhered to, then the safe evacuation of all the occupants is then likely to be successful. If however the management of the fire safety plan is not adhered to the fire safety provisions may be seriously compromised.

Sub Section	Question	Answer	Action Plan	Status
01 - Management	Are management and employees fully aware of the fire safety features provided and their purpose?			**N/A**
02 - Staff Training	Have employees received appropriate fire safety awareness training?	This premises does not require employees to be trained.		**N/A**
03 - Housekeeping	Are house keeping arrangements satisfactory?	Inappropriate use of rooms/space.	A	**Non_Compliant**
04 - Arson	Are adequate measures in place to control risk of fire due to arson?	Adequate arson control measures are in place.		**Compliant**
05 - Smoking Policy	Is a suitable 'no smoking' policy in place?	An adequate ''no smoking'' policy is in place in accordance with current legislation and company policy.		**Compliant**
06 - Legislation	Has the premises been subject to an inspection by the Enforcing Authority?	The premises have not been subject to an inspection by the Enforcing Authority.		**N/A**

11 - Signs and Signals

Research has shown that members of the public may become confused and disorientated in the event of a fire. To save confusion which can jeopardise building occupants escape all safety signs should be installed and conform to Signs and Safety Signals Regulations.

Sub Section	Question	Answer	Action Plan	Status
01 - Provision of Fire	Are there adequate and suitable fire safety signs and notices	Fire safety signs and notices are		**Compliant**

safety Signs and Notices	displayed in the appropriate places throughout the premises?	provided to the appropriate standards.		

12 - Effects on the Environment

A further requirement under the Regulatory Reform (Fire Safety) Order 2005, The Fire Safety (Scotland) Regulations 2006, The Fire & Rescue Services (NI) Order 2006 and The Fire Precautions (Workplace) Regulations (Northern Ireland Only) is that consideration must be made to the effects of a fire in any given building to the environment. The spread of fire to adjacent properties, the risks posed by the smoke from the materials contained within the building if affected by fire and if the water used for firefighting needs to be contained to protect the water course.

Sub Section	Question	Answer	Action Plan	Status
01 - Adjacent Properties	Has the Responsible Person considered the effects to adjacent buildings that might be caused by a fire on the site?	The Responsible Person has made adequate arrangements to mitigate any damage to the adjacent properties from a fire on the site.		**Compliant**
02 - Immediate Surroundings	Has the building's Responsible Person considered the effects to the environment that might be caused by a fire on the site?	The Responsible Person has made arrangements to mitigate any damage to the environment from a fire on the site.		**Compliant**

SECTION 3: ACTION PLAN

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
11717347	A	Are house keeping arrangements satisfactory?	Combustible materials are located/stored in the escape routes.	Items that are a source of fuel or are combustible and likely to increase the fire loading or spread of fire, should not be located on any corridor, stairway or circulation space that will be used as an escape route. Therefore, the combustible materials stored in the escape routes must be removed.	Ground floor entrance.	Statutory requirement for the Client	28/10/2020

Completed By............................ Date.................

Action Status Notes:

No notes have been entered

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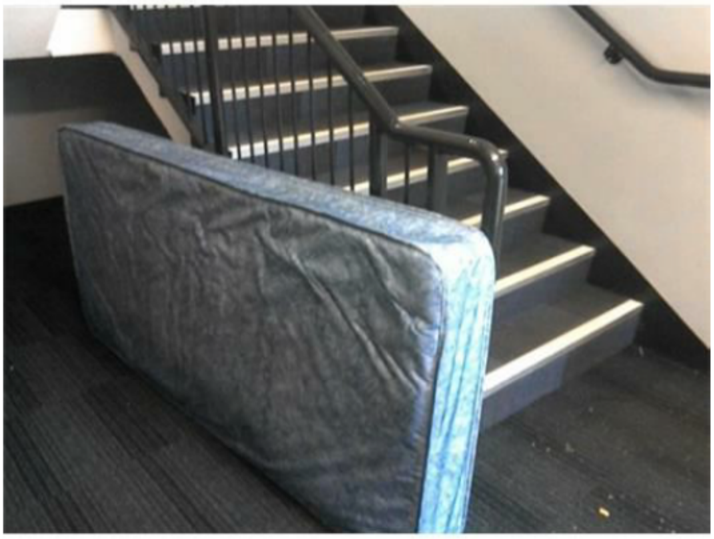

Locations of Non-conformity (one floorplan per page)

Ground and first floor

[redacted]

SECTION 3. ACTION PLAN:Low Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
11717360	A	Are house keeping arrangements satisfactory?	Inappropriate use of rooms/space.	The room/space should be utilised for the purpose for which it was designed.	Level 1 store	Statutory requirement of the Client	27/12/2020

Completed By............................ Date................

Action Status Notes:

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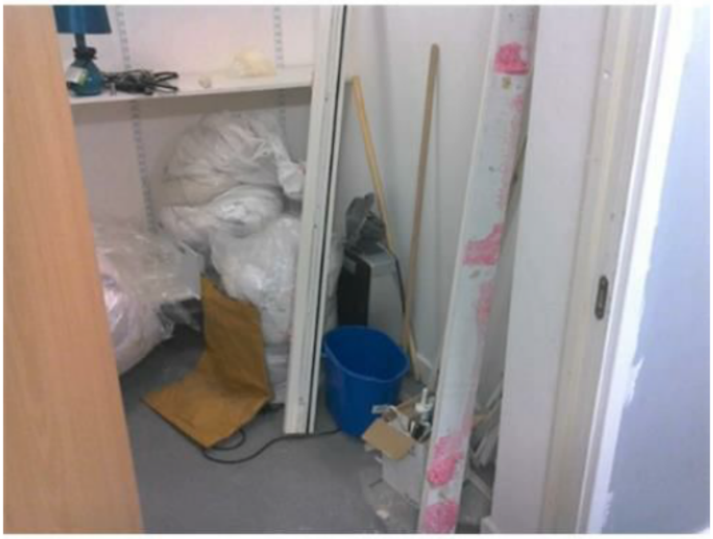

Locations of Non-conformity (one floorplan per page)

Ground and first floor

[redacted]

SECTION 3. ACTION PLAN:Low Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
11717342	NR-49-198-1	Do the fire resisting door sets meet the appropriate standard?	The threshold drop seal is faulty and not creating a full seal.	Repair the faulty fire door threshold drop seal.	Level 2 B3 entrance door level 1 B2 flat entrance door	Statutory requirement of the Client	27/12/2020

Completed By............................ Date................

Action Status Notes:

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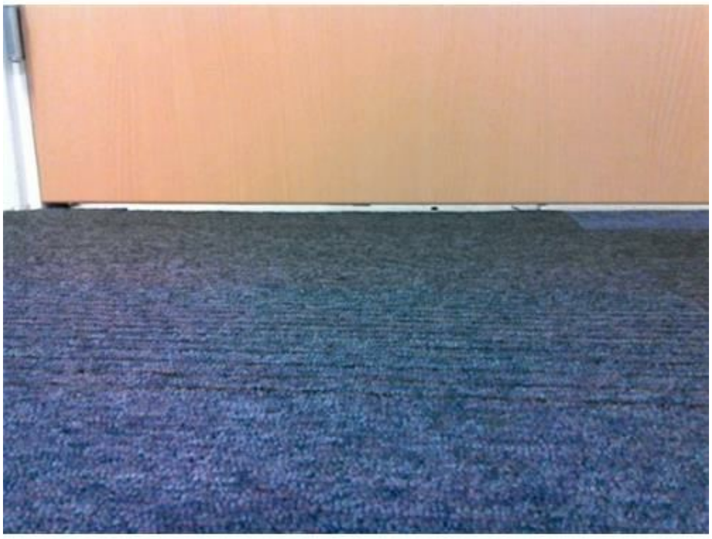

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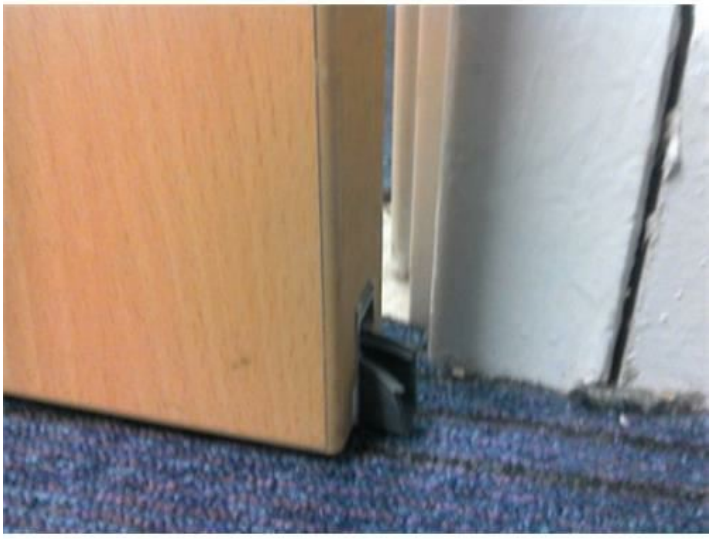

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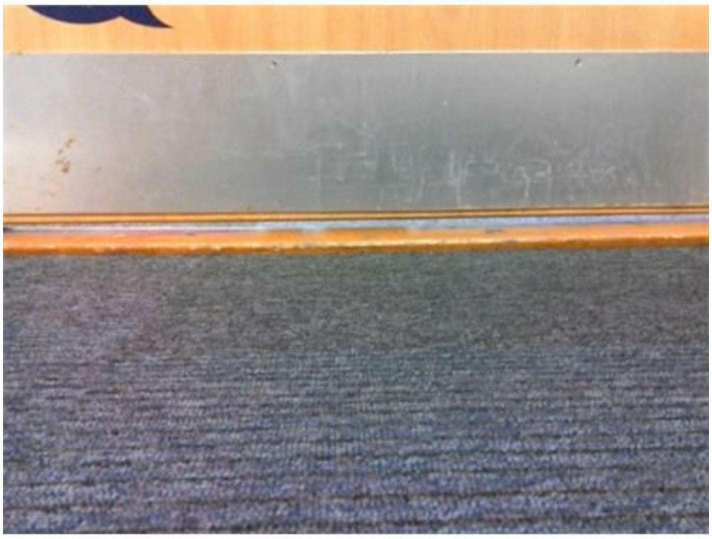

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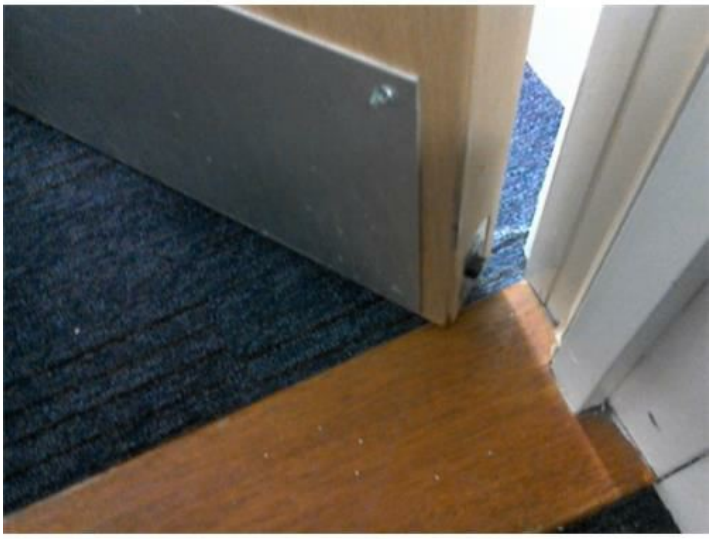

Locations of Non-conformity (one floorplan per page)

Ground and first floor

[redacted]

Second and third floor

[redacted]

SECTION 3. ACTION PLAN:Low Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
11717343	NR-49-198-2	Do the fire resisting door sets meet the appropriate standard?	The fire door is missing part of its architrave and there is some faulty fire batt.	Repair the faulty architrave and fire batt.	Level 1 service riser cupboard	Statutory requirement of the Client	27/12/2020

Completed By............................ Date................

Action Status Notes:

No notes have been entered

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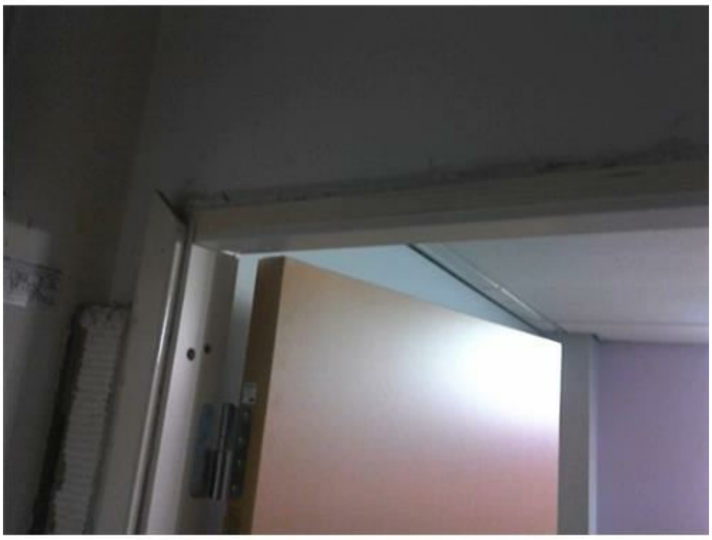

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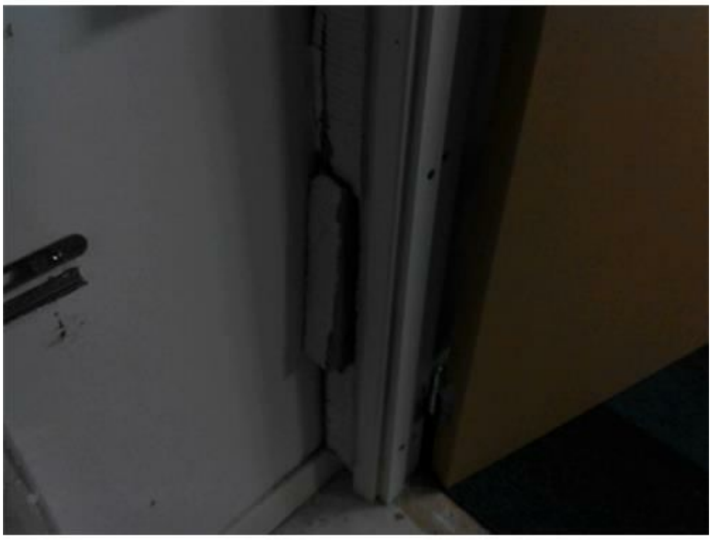

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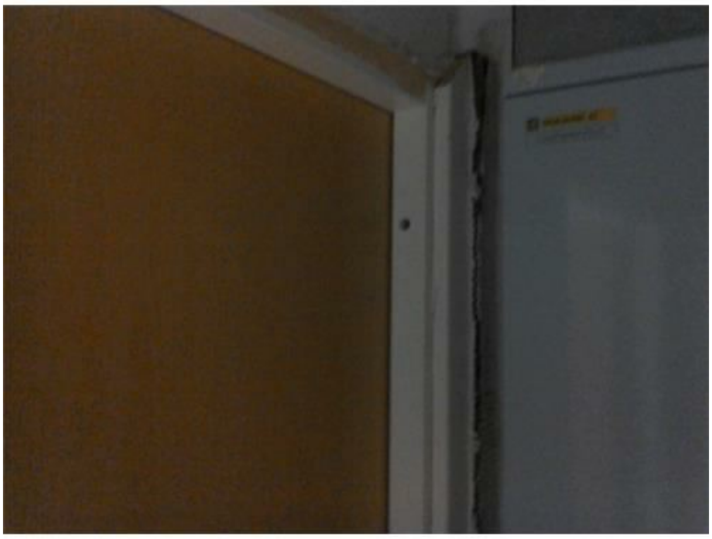

Locations of Non-conformity (one floorplan per page)

Ground and first floor

[redacted]

SECTION 3. ACTION PLAN:Low Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
11717344	NR-49-198-3	Do the fire resisting door sets meet the appropriate standard?	Missing/broken door handle.	Repair the broken door handle.	B1 flat entrance door	Statutory requirement of the Client	27/12/2020

Completed By............................ Date................

Action Status Notes:

No notes have been entered

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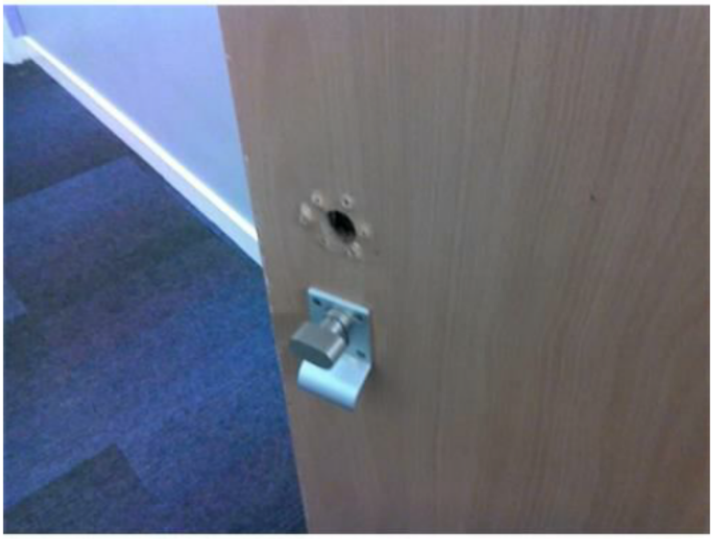

Locations of Non-conformity (one floorplan per page)

Ground and first floor

[redacted]

SECTION 4: ARCHIVE

SECTION 5: LOG BOOK

Fire Risk Assessment

Carried out on behalf of

University of Sheffield - Birchen C-D

On the

07 Sep 2020

By

[redacted]

CONTENTS

1. Risk Summary
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    - 06 - Fire-fighting Equipment
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FIRE RISK ASSESSMENT GUIDANCE NOTES

This Fire Risk Assessment has been compiled and formulated as required by the Regulatory Reform (Fire Safety) Order 2005, The Fire Safety (Scotland) Regulations 2006, The Fire & Rescue Services (NI) Order 2006 and The Fire Precautions (Workplace) Regulations (Northern Ireland Only). It has been constructed to be used as a tool for the safe management of a work place.

To use the Risk Assessment effectively follow the points below:-

1. Read the risk summary as a snap shot of the premises on the day of the Fire Risk Assessment. Recommendations from the Action Plan may have already been implemented by the time you read this.
2. The Risk Assessment is broken into the following twelve sections.
3. The Action Plan is the observations and recommendations of the Fire Assessor using their competence and experience to ensure the most pragmatic approach is applied to all significant findings.

   a. Read the Action Plan in its entirety as some actions may have an impact on other recommendations.
   b. Once the recommended action has been completed, the responsible person must sign and date the page relating to the non conformity this will then be automatically stored in the Archive Section which provides an audit trail.

4. It is essential that the Fire Log Book is maintained by the Responsible Person, to ensure that all tests, maintenance, practice drills and periods of instruction are recorded. If used as designed, this will then prove to be an invaluable Management tool.
5. If there are any material changes to the structure, layout, use of the building, type of business or changes in the number of staff then a new Fire Risk Assessment must be carried out.The Fire Risk Assessment should be reviewed by a competent person by the review date or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes to the premises, the occupancy or its use. It is recommended to have a review carried out annually to ensure all fire safety measures and practices are being adhered to.

SECTION 1:MANAGEMENT OVERVIEW - RISK ASSESSMENT

Address
University of Sheffield - Birchen C-D
14 Endcliffe Avenue
Sheffield
S10 3EA

Responsible Person
Univeristy of Sheffield

Article 5(3) Persons
[redacted]

Telephone
[redacted]

Email
[redacted]

Building Id
10031545
Assessment Id
10058473

This Risk Assessment was carried out on 07 Sep 2020 and the assessor has stated that this building cannot be below Medium risk.

Building Details:		
Assessor:	[redacted]	
Checked By:	[redacted]	Date: 26/09/2020
Validated By:	[redacted]	Date: 26/09/2020
Area:	300m2	
Number of floors:	4	
Occupied floors:	4	
Number of occupants:	42	
Is customer LandLord?:	No	
Type of alarm:	Category L1 System	

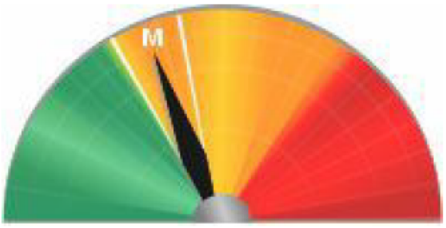
Live Fire Log Book	Next Due Date
Risk Assessment	07/09/2021
Fire Drill	Records held off-site
Fire extinguisher maintenance:	Records held off-site
Fire Safety Training	Records held off-site
Fire Marshal Training	Records held off-site
Fire Alarm Service	Records held off-site
Emergency Lighting Service	Records held off-site

Description of Property

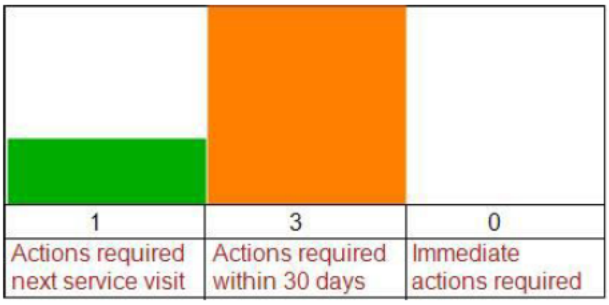
Traditional brick construction. [redacted]

[redacted]

Communal circulation areas, including (where applicable) - kitchen, store cupboards, service cupboards, plant room, cycle store and external areas.



This Risk Assessment was carried out on 07 Sep 2020 and this property was considered a Medium risk property.



To view actions outstanding click here

History of Incidents

None reported

Risk Assessors Summary

This fire risk assessment (FRA) is a review of the previous FRA that was carried out in June 2019 and an overall view of the building in its current state at time of our survey.

The ongoing coronavirus pandemic has meant that the accommodation has been unoccupied for a longer period of time than it would normally be, this is reflected in the overall good state of repair the building is in due to its lack of use and ongoing fire safety management improvement measures.

[redacted] of Engie is the person who provided information prior to our survey. [redacted] is the Article 18 nominated competent person as per the requirement under the Regulatory Reform (Fire Safety) Order 2005.

The fire risk assessor was not made aware of any current or pending enforcement notices from the local fire and rescue service.

The fire risk assessment is for the communal and landlord areas only. The student's flats/bedrooms were not accessed by the risk assessor and are not covered within the scope of this assessment. The occupancy number for the building is based on 1 person sleeping in each flat/bedroom.

The main fire hazards in the buildings current state is the electricity and gas that serves the building and the kitchen electrical appliances, this includes electrical appliances brought onto the site by the students. All students should be reminded of the dangers of leaving combustible items too close to a heat source. A proactive approach should be taken by the landlord and management team if they find any fire safety issues.

Most electrical appliances were switched off at time of survey. It is recommended that when the building is not in use, that all electrical appliances are switched off until required.

PAT testing is carried out on all portable appliances that are provided by the Landlord and extends to any students kitchen portable appliance that is available at time of testing.

There is a no smoking policy in force throughout the block, no evidence regarding smoking inside the building was found at the time of the assessment. All staff should assist in monitoring any illicit smoking within this or other blocks on the campus.

There is no history of Arson.

Students should be reminded of the importance of the fire doors throughout the block. It is recommended that the labels reminding students to keep fire doors shut (on the bottom of the fire doors) are re-located to head height.

Persons at risk are students and any visitors, cleaning staff and contractors. All staff are given fire safety information for the blocks as part of an induction. All visitors and contractors are also required to complete an induction which covers the actions to be taken in the event of a fire.

One of the main issues previously raised was the standard of the fire doors, in as much, as the fitting of the doors into the frames did not meet the required standard. This was usually due to excessive gaps at the threshold, between double doors opening into service shafts, and gaps between single doors and the door frames. The original builders (Lend Lease) agreed that modifications and improvement to the existing doors were required and have been upgrading the fire doors since. This survey has found that much improvement has been made to the vast majority of the sites fire doors, however there are some that appear to have been missed and a small amount that have been damaged. Due to the amount of fire doors on site this upgrade work is still ongoing.

[redacted]

The compartmentation and level of fire stopping appears satisfactory, Identification labels are in place showing where passive fire protection has been installed.

It has been previously documented that the original automatic fire detection and alarm system installation did not meet with BS 5839-1 category type L1, due to the lack of smoke detection in some electrical service riser cupboards. This conversation is still ongoing between the building's management and the original builder (Lend Lease) as to what the original design intent was. The size of some of the riser cupboards and the risk of a fire occurring in them and it spreading is still the cause for debate. It is the assessor's opinion that this discussion needs to take into account the amount of combustible items that are continuously found stored in some electrical service riser cupboards to assess the need for installing smoke detection in all of them. If the management of these cupboards is not improved, then the risk can only increase, subsequently necessitating the need for all electrical service riser cupboards to have smoke detection installed in them.

The fire alarm system is currently being upgraded due to its age.

Engie use their own facilities management systems to pre plan and record all scheduled maintenance and testing and therefore, to avoid duplication, the 'Live' logbook has not been utilised. No servicing records were viewed at time of survey, these records will need to be checked and validated.

The weekly test of the fire alarm is carried out by Engie who also check the operation of automatic closing fire doors at that time and ensure that the doors locked electronically and unlock on operation of the alarm.

A fire and security engineer employed by Engie is permanently on site and carries out annual servicing of the alarm system on each block in rotation. In addition, the engineer also checks and maintains the refuge communication facility.

Engie also test the emergency lighting on a monthly basis and carry out any repairs required.
June is the emergency lighting annual duration test, and this is carried out, in house, on all blocks during this month.

The location of all fire dampers (2218 across the whole campus) are known and these receive annual testing and maintenance, various rectification recommendations have been made on previous inspections and remedial works are still ongoing.

The university operates a full evacuation procedure (Simultaneous evacuation), which is suitable for this type of occupancy and building. This is in line with the buildings Fire Strategy.

General Fire Precautions - University Responsibility

Although the frequency of fire drills and the level of staff training are not the responsibility of the Engie, it is considered relevant to include information regarding this, and other fire procedures such as evacuation for persons with mobility issues.

Fire drills are carried out by University on or around [redacted] each year. They maintain records of evacuations and associated fire marshal training.

With regard to the evacuation of persons with disabilities, Personal Emergency Evacuation Plans (PEEPs) are formulated by the University. Students are asked, when applying for accommodation, if they have any disability issues so the University can provide suitable accommodation or provide equipment such as vibrating pillows etc or ensuring that they are accommodated in rooms with strobe lighting linked to the fire alarm.

With regard to students with mobility issues, they will be accommodated in ground floor accommodation provided the University is made aware of their requirements. The University's current procedure ensures that there are very few students with mobility issues on upper level accommodation.

The general fire procedure for the University is that, on operation of the alarm system, a signal showing the alarm location will be sent to the Campus Control, which is off site. Campus Control has wireless and land line communication with the University Security who are on call 24 hours a day. Security will respond to the location of the alarm to confirm if it is a genuine signal or otherwise. Campus Control will then summon the fire service using the 999 system. This is in addition to the fire procedure when a student could phone 999 independently on discovery of fire.

Fire hydrants are located around the campus streets.

SECTION 2: RISK ASSESSMENT

01 - Persons at Risk

It is important to consider all relevant persons that use the premises. This will include persons that use the building on a day to day basis such as staff or residents but also any persons that visit the premises on temporary basis such as visitor or contractors. Particular care should be taken to identify any risks to vulnerable persons such as those with disabilities or young persons.

Sub Section	Question	Answer	Action Plan	Status
01 - Young Persons	Are young persons in the premises?	There are no young persons present at the time of this fire risk assessment.		**N/A**
02 - Persons with Special Needs	Are persons with special needs in the premises?	There are no persons with special needs present at the time of this fire risk assessment.		**N/A**
03 - Members of the Public	Are members of the public present in the premises?	There are no members of the public allowed access to the building at the time of this fire risk assessment.		**N/A**
04 - Occupancy Numbers	Is the occupancy level for the premises acceptable?	The occupancy capacity, width of escape routes and exits appear to be sufficient.		**Compliant**
05 - Lone Working	Are there areas where relevant persons are isolated?	At the time of this fire risk assessment Company policy prohibits the practice of lone working.		**N/A**

02 - Sources of Ignition

The premises is assessed to identify all potential ignition sources that may be the cause of a fire. Examples of Ignition sources can be any heat generating equipment such as portable heaters, cooking equipment and power tools. Fixed installations and portable electrical equipment can also be an ignition source if they are misused or not maintained. Naked flames and equipment that generates sparks must be strictly controlled.

Sub Section	Question	Answer	Action Plan	Status
01 - Heating - Gas and Electric - including Portables	Are all heating appliances correctly installed, adequately protected and maintained?	Personal portable appliances are being used that have not been pat tested.	NR-46-176-1	**Non_Compliant**
02 - Electrical Services	Are all electrical installations and appliances correctly installed and maintained?	All electrical installations and appliances are correctly installed and adequately maintained.		**Compliant**
03 - Lightning Protection	Is lightning protection provided for the building?	A lightning protection system has been installed, the system is being periodically inspected and maintained.		**Compliant**
04 - Miscellaneous	Are potential sources of ignition adequately controlled?	Potential sources of ignition present are adequately controlled.		**Compliant**

03 - Sources of Fuel

In order for a fire to develop the presence of fuel is required. By managing the quantity, type and location of combustible materials the risk of a fire developing can be greatly reduced. The storage of combustible materials within the escape routes or places of high fire risk such as boiler rooms or electrical cupboards must be prevented.

Sub Section	Question	Answer	Action Plan	Status
01 - Housekeeping	Are house keeping arrangements satisfactory?	Housekeeping arrangements appear to be satisfactory.		**Compliant**

04 - Construction

The fire protection of the building is required to ensure that fire is unable to spread and also to prevent premature collapse in the event of fire. It means that the occupants can safely exit the premises without undue risk, whilst it is not perceived that any building should be sacrificed it is always possible to avoid the loss of the premises.

Sub Section	Question	Answer	Action Plan	Status
01 - Structural Elements	Are the fire resisting and separating walls and floors in good condition?	The fire resisting walls and floors appear to be of an acceptable standard.		**Compliant**
02 - Lift Shafts	Are the lifts contained within protected shafts?	There are no lifts servicing this building.		**N/A**
03 - Protected Shafts	Are the escalators, chutes, ducts and pipes contained within protected shafts?	The services are contained within protected shafts.		**Compliant**
04 - Concealed Spaces - Cavities	Are the concealed spaces or cavities protected with suitable cavity barriers?	The cavity barriers appear to be acceptable.		**Compliant**
05 - Protected Stairways	Are the stairways within the building required for means of escape adequately enclosed with fire resisting construction?	The stairways are enclosed throughout their height to an acceptable standard.		**Compliant**
06 - Higher Risk Areas	Are areas of higher risk and places of special fire hazard sufficiently separated from the remainder of the building by fire resisting construction?	The high risk areas and places of special fire hazard are adequately separated with fire resisting construction.		**Compliant**

07 - Surface Spread of Flame	Are the materials used to line walls and ceilings of the correct surface spread of flame classification in accordance with the Approved Document B of the Building Regulations?	The materials lining the walls and ceilings are deemed to be of an acceptable standard.		**Compliant**

05 - Means of Escape

To ensure a safe escape the escape routes must be protected from smoke, heat and flames. The distance that occupants have to travel must also be regulated to ensure that the distance people have to travel to safety is within the prescribed guidelines.

Sub Section	Question	Answer	Action Plan	Status
01 - Means of Escape for the Disabled	Are there adequate arrangements for the evacuation of disabled people?	No disabled persons present at the time of this fire risk assessment.		**N/A**
02 - Premises that are multi-occupied	Are the escape routes for all the building occupants acceptable?	The premises are multi-occupancy and the means of escape from each occupancy is considered satisfactory.		**Compliant**
03 - Escape routes and travel distances from within a storey	Are the escape routes sufficient in number and travel distance from any point within the floor area to the nearest storey exit, having due regard to the layout of walls, partitions and fittings within current guidance?	The travel distance to the nearest storey exit is within current guidance.		**Compliant**
04 - Occupancy Numbers	Is the occupancy level for the premises acceptable?	The occupancy capacity and width of escape routes and exits appear to be sufficient.		**Compliant**
05 - Protected Corridors	Are the protected corridors suitable and sufficient to allow the occupants to reach a storey exit safely?	All protected corridors are adequate to allow the occupants to reach a storey exit safely.		**Compliant**
06 - Escape from Inner Rooms	Is the escape from inner rooms acceptable?	No risk from inner room situations present.		**N/A**
07 - Accommodation Lifts and Stairways	Are the accommodation lifts and or stairways positioned so that they do not impact on the escape routes from upper floors?	The position of accommodation lifts and or stairways is such that they do not prejudice the escape from upper floors.		**Compliant**
08 - Protected Stairways	Do the protected stairways offer sufficient and suitable protection to ensure the safe escape of all occupants?	Sufficient and protected stairways have been provided to ensure safe escape of all the occupants.		**Compliant**
09 - External Stairways	Is the external stairways provision sufficient and does it afford suitable protection to the occupants to ensure their safe escape?	No external stairways were present.		**N/A**
10 - Escape Route across a flat roof	Is the escape route across a flat roof acceptable?	Flat roofs do not form part of the escape route.		**N/A**
11 - Fire-resisting doors	Do the fire resisting door sets meet the appropriate standard?	Fire doors were found to be wedged open.	G	**Non_Compliant**
11 - Fire-resisting doors	Do the fire resisting door sets meet the appropriate standard?	Fire door/s is/are fouling against the frame/dragging on the floor surface and are not closing completely against the door stops.	H	**Non_Compliant**
12 - Fire-resisting partitions	Are the fire resisting partitions present installed and maintained to the appropriate standards?	The fire resisting partitions within the building are constructed and maintained to an appropriate standard.		**Compliant**
13 - General Doors	Are the doors required to form part of the escape route in an emergency?	All the doors required to form part of the escape route are in good working order and are capable of being used effectively.		**Compliant**
14 - Housekeeping	Are house keeping arrangements satisfactory?	Combustible materials are located/stored in the escape routes.	A	**Non_Compliant**

06 - Fire-fighting Equipment

Fixed and portable firefighting equipment can be used to good effect and minimize damage to the premises. If a fire has been detected in its early stages fighting the fire in these early stages will contain its growth and reduce hazards to the occupants such as smoke and heat as well as minimising potential financial loss to the business and the impact on jobs.

Sub Section	Question	Answer	Action Plan	Status
01 - Portable Equipment	Are there sufficient quantities of portable fire-fighting equipment provided, correctly sited and adequately maintained?	The provision, siting and maintenance of portable fire-fighting equipment is suitable and sufficient.		**Compliant**
02 - Fixed Fire-Fighting Installations	Are the fixed fire-fighting installations correctly installed, adequately maintained and appropriate for the risk?	There is no requirement for a fixed fire-fighting installation at this premises.		**N/A**

07 - Fire Detection and Warning

It is essential for the safe evacuation of building occupants that they have been made aware of a fire incident as soon as possible. This will allow the Fire Service to be contacted in the early stages of the fire and most importantly all the occupants should have left the building to a place of safety before the fire has had the chance to take a hold. It is vital that any early warning and detection system be installed and maintained to British Standards.

Sub Section	Question	Answer	Action Plan	Status
01 - Fire Detection and Warning System Provision	Is there an adequate method for raising the alarm and detecting a fire present in the premises?	There is an appropriate method of raising the alarm and detection in the event of a fire.		**Compliant**
02 - Fire Alarm Maintainence	Is the fire alarm system routinely tested, inspected and maintained in accordance with current guidance?	The fire alarm system is routinely tested, inspected and maintained in accordance with current guidance.		**Compliant**

08 - Emergency Lighting

If the conventional lighting system fails in a building, an emergency lighting system may be required. The emergency lighting system should indicate the safe routes to and through the escape exits from the premises including any changes of direction or level en-route. It can also be used to illuminate fire alarm call points, refuges and firefighting appliances.

Sub Section	Question	Answer	Action Plan	Status
01 - The Emergency Lighting System	Is there an adequate method for illuminating the escape route and safety equipment in the premises?	It appears that the installed emergency lighting system will provide sufficient illumination (visual observation only, a physical test was not completed).		**Compliant**
02 - Maintenance of Emergency Lighting Systems	Is the emergency lighting system routinely tested, inspected and maintained in accordance with current guidance?	The emergency lighting system is routinely tested, inspected and maintained in accordance with current guidance.		**Compliant**

09 - Firefighters Provisions

As required under the Regulatory Reform (Fire Safety) Order 2005, The Fire Safety (Scotland) Regulations 2006, The Fire & Rescue Services (NI) Order 2006 and The Fire Precautions (Workplace) Regulations (Northern Ireland Only) consideration must be made to the effects of a fire in any given building to the Fire Service. Safety of the fire crews and their operational needs such as access, water supplies and building information must be reviewed and be made available for the Fire Service for consideration.

Sub Section	Question	Answer	Action Plan	Status
01 - Access for Fire Fighting	Have reasonable facilities and access for firefighters and fire appliances been provided to aid the protection of life?	Facilities and access for firefighters and fire appliances are available and adequate.		**Compliant**
02 - Firefighter Safety	Have all reasonable measures and arrangements been made to safeguard firefighting personnel in a fire situation?	All reasonable measures and arrangements for the safety of firefighting personnel in a fire situation are in place.		**Compliant**
03 - Water Supplies	Are water supplies adequately provided to assist firefighting personnel in their firefighting tasks?	There is adequate hydrant provision of adequate diameter in close proximity to the premises.		**Compliant**
04 - Rising Mains	Are rising mains adequately provided to assist firefighting personnel in their firefighting tasks?			**N/A**

10 - Management

Providing all of the elements of the fire safety plan (of which the fire risk assessment form just part) are adhered to, then the safe evacuation of all the occupants is then likely to be successful. If however the management of the fire safety plan is not adhered to the fire safety provisions may be seriously compromised.

Sub Section	Question	Answer	Action Plan	Status
01 - Management	Are management and employees fully aware of the fire safety features provided and their purpose?			**N/A**
02 - Staff Training	Have employees received appropriate fire safety awareness training?	This premises does not require employees to be trained.		**N/A**
03 - Housekeeping	Are house keeping arrangements satisfactory?	The housekeeping arrangements appear to be of an acceptable standard.		**Compliant**
04 - Arson	Are adequate measures in place to control risk of fire due to arson?	Adequate arson control measures are in place.		**Compliant**
05 - Smoking Policy	Is a suitable 'no smoking' policy in place?	An adequate ''no smoking'' policy is in place in accordance with current legislation and company policy.		**Compliant**
06 - Legislation	Has the premises been subject to an inspection by the Enforcing Authority?	The premises have not been subject to an inspection by the Enforcing Authority.		**N/A**

11 - Signs and Signals

Research has shown that members of the public may become confused and disorientated in the event of a fire. To save confusion which can jeopardise building occupants escape all safety signs should be installed and conform to Signs and Safety Signals Regulations.

Sub Section	Question	Answer	Action Plan	Status
01 - Provision of Fire safety Signs and Notices	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	Fire safety signs and notices are provided to the appropriate standards.		**Compliant**

12 - Effects on the Environment

A further requirement under the Regulatory Reform (Fire Safety) Order 2005, The Fire Safety (Scotland) Regulations 2006, The Fire & Rescue Services (NI)

Order 2006 and The Fire Precautions (Workplace) Regulations (Northern Ireland Only) is that consideration must be made to the effects of a fire in any given building to the environment. The spread of fire to adjacent properties, the risks posed by the smoke from the materials contained within the building if affected by fire and if the water used for firefighting needs to be contained to protect the water course.

Sub Section	Question	Answer	Action Plan	Status
01 - Adjacent Properties	Has the Responsible Person considered the effects to adjacent buildings that might be caused by a fire on the site?	The Responsible Person has made adequate arrangements to mitigate any damage to the adjacent properties from a fire on the site.		**Compliant**
02 - Immediate Surroundings	Has the building's Responsible Person considered the effects to the environment that might be caused by a fire on the site?	The Responsible Person has made arrangements to mitigate any damage to the environment from a fire on the site.		**Compliant**

SECTION 3: ACTION PLAN

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
11717398	A	Are house keeping arrangements satisfactory?	Combustible materials are located/stored in the escape routes.	Items that are a source of fuel or are combustible and likely to increase the fire loading or spread of fire, should not be located on any corridor, stairway or circulation space that will be used as an escape route. Therefore, the combustible materials stored in the escape routes must be removed.	Level 3 kitchen	Statutory requirement of the Client	28/10/2020

Completed By............................ Date.................

Action Status Notes:

No notes have been entered

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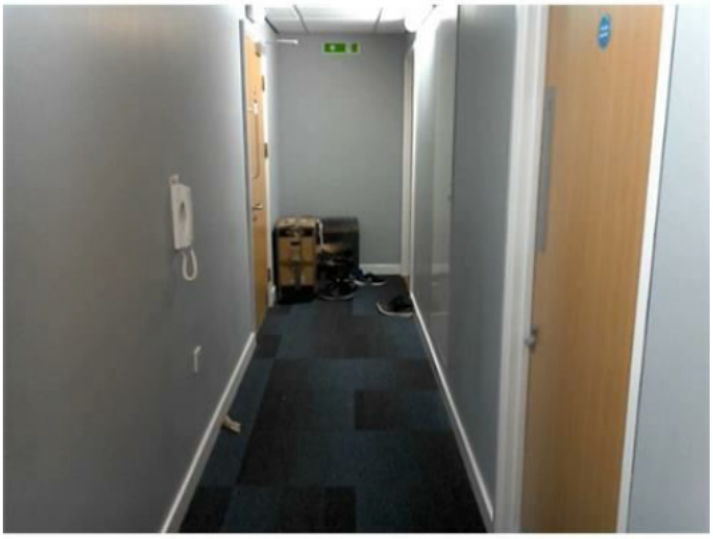

Locations of Non-conformity (one floorplan per page)

Second and first floor

[redacted]

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
11717394	G	Do the fire resisting door sets meet the appropriate standard?	Fire doors were found to be wedged open.	Remove the wedges from doors and maintain closed when not in use, this identifies a training need as staff do not understand the essential role of the fire door. If this door requires to be held open, an approved automatic hold open/release device can be installed as an acceptable alternative. Installation must be completed by a competent person in accordance with BS EN 1155 or BS 5839-3.	B3 kitchen door	Statutory requirement for the Client	28/10/2020

Completed By............................ Date.................

Action Status Notes:

No notes have been entered

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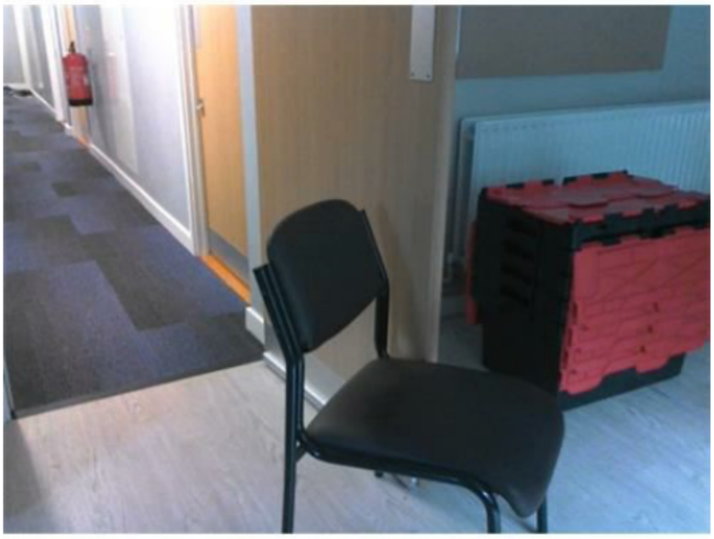

Locations of Non-conformity (one floorplan per page)

Second and first floor

[redacted]

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
11717372	NR-46-176-1	Are all heating appliances correctly installed, adequately protected and maintained?	Personal portable appliances are being used that have not been pat tested.	It is recognised that it is difficult to manage the students use of personal portable appliances, the PAT test procedure will test all those personal portable appliances that are available at time of test.	Level 3 kitchen	Statutory requirement of the Client	28/10/2020

Completed By............................ Date.................

Action Status Notes:

No notes have been entered

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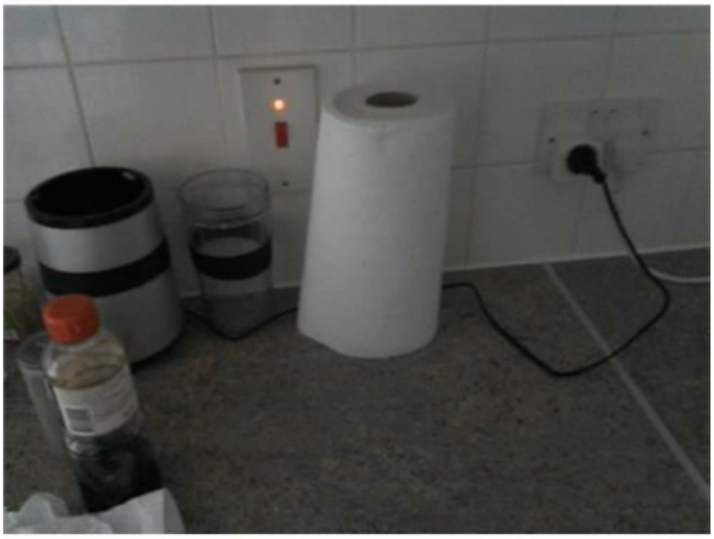

Locations of Non-conformity (one floorplan per page)

Second and first floor

[redacted]

SECTION 3. ACTION PLAN:Low Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
11717395	H	Do the fire resisting door sets meet the appropriate standard?	Fire door/s is/are fouling against the frame/dragging on the floor surface and are not closing completely against the door stops.	All fire doors and associated self-closing devices should be maintained to ensure they close fully into their frames.	C1 kitchen door.	Statutory requirement for the Client	27/12/2020

Completed By............................ Date.................

Action Status Notes:

No notes have been entered

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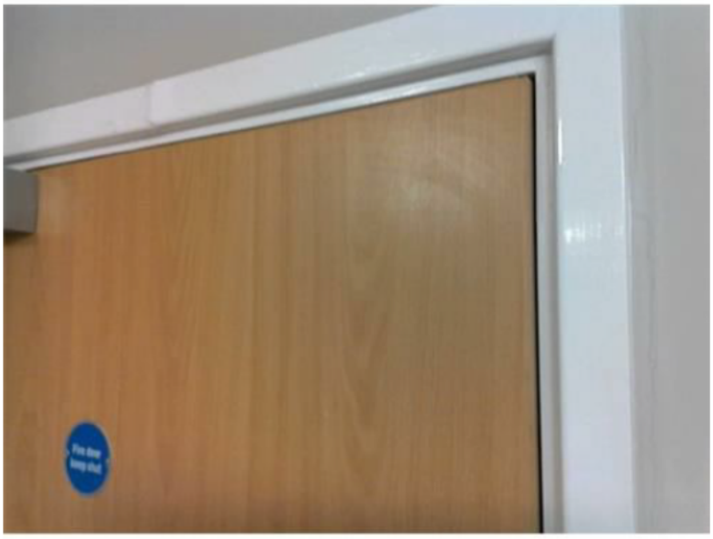

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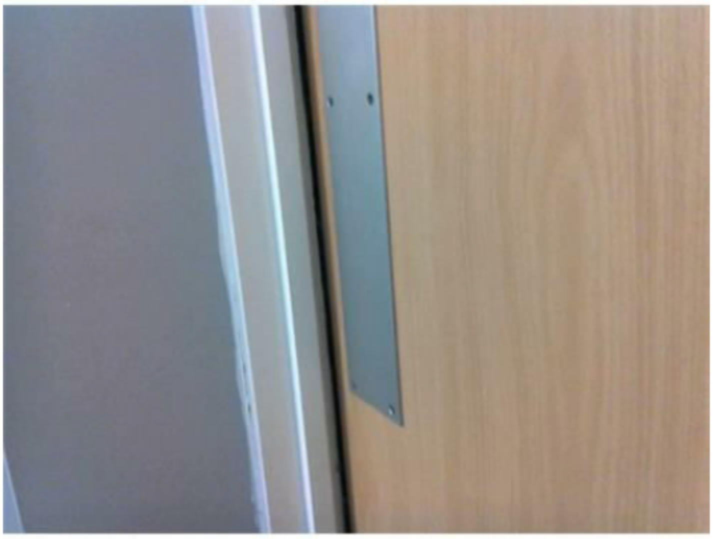

Locations of Non-conformity (one floorplan per page)

Ground and first floor

[redacted]

SECTION 4: ARCHIVE

SECTION 5: LOG BOOK

FIRE RISK
CONSULTING
North

Fire Risk Assessment

Carried out on behalf of

University of Sheffield - Burbage Block A

On the

01 Sep 2020

By

[redacted]

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FIRE RISK ASSESSMENT GUIDANCE NOTES

This Fire Risk Assessment has been compiled and formulated as required by the Regulatory Reform (Fire Safety) Order 2005, The Fire Safety (Scotland) Regulations 2006, The Fire & Rescue Services (NI) Order 2006 and The Fire Precautions (Workplace) Regulations (Northern Ireland Only). It has been constructed to be used as a tool for the safe management of a work place.

To use the Risk Assessment effectively follow the points below:-

1. Read the risk summary as a snap shot of the premises on the day of the Fire Risk Assessment. Recommendations from the Action Plan may have already been implemented by the time you read this.
2. The Risk Assessment is broken into the following twelve sections.
3. The Action Plan is the observations and recommendations of the Fire Assessor using their competence and experience to ensure the most pragmatic approach is applied to all significant findings.

   a. Read the Action Plan in its entirety as some actions may have an impact on other recommendations.
   b. Once the recommended action has been completed, the responsible person must sign and date the page relating to the non conformity this will then be automatically stored in the Archive Section which provides an audit trail.

4. It is essential that the Fire Log Book is maintained by the Responsible Person, to ensure that all tests, maintenance, practice drills and periods of instruction are recorded. If used as designed, this will then prove to be an invaluable Management tool.
5. If there are any material changes to the structure, layout, use of the building, type of business or changes in the number of staff then a new Fire Risk Assessment must be carried out.The Fire Risk Assessment should be reviewed by a competent person by the review date or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes to the premises, the occupancy or its use. It is recommended to have a review carried out annually to ensure all fire safety measures and practices are being adhered to.

SECTION 1:MANAGEMENT OVERVIEW - RISK ASSESSMENT

Address
University of Sheffield - Burbage Block A
14 Endcliffe Avenue
Sheffield
S10 3EA

Responsible Person
University of Sheffield

Article 5(3) Persons
[redacted]

Telephone
[redacted]

Email
[redacted]

Building Id
10031492
Assessment Id
10058272

This Risk Assessment was carried out on 01 Sep 2020 and the assessor has stated that this building cannot be below Medium risk.

Building Details:		
Assessor:	[redacted]	
Checked By:	[redacted]	Date: 23/09/2020
Validated By:	[redacted]	Date: 23/09/2020
Area:	150m2	
Number of floors:	4	
Occupied floors:	3	
Number of occupants:	18	
Is customer LandLord?:	No	
Type of alarm:	Category L1 System	

Live Fire Log Book	**Next Due Date**
Risk Assessment	01/09/2021
Fire Drill	Records held off-site
Fire extinguisher maintenance:	Records held off-site
Fire Safety Training	Records held off-site
Fire Marshal Training	Records held off-site
Fire Alarm Service	Records held off-site
Emergency Lighting Service	Records held off-site

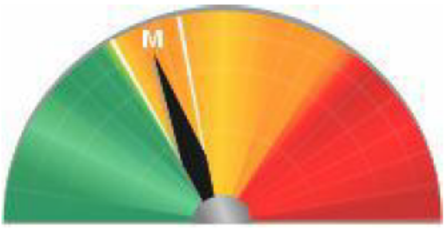
Description of Property

The building is approximately 12 years old. Traditional brick construction with some additional cladding material. [redacted]

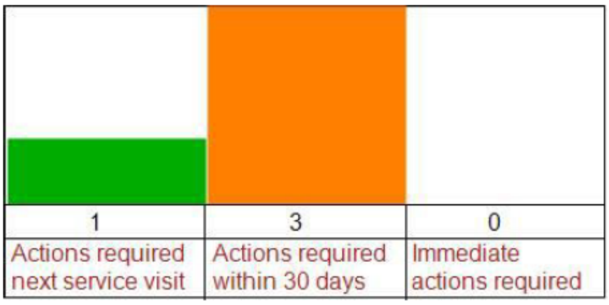
[redacted]

[redacted]

Communal circulation areas, including kitchens, store cupboards, service cupboards, plant room and external areas.



This Risk Assessment was carried out on 01 Sep 2020 and this property was considered a Medium risk property.



To view actions outstanding click here

History of Incidents

None reported

Risk Assessors Summary

This fire risk assessment (FRA) is a review of the previous FRA that was carried out in May 2019 and an overall view of the building in its current state at time of our survey.

The ongoing coronavirus pandemic has meant that the accommodation has been unoccupied for a longer period of time than it would normally be, this is reflected in the overall good state of repair the building is in due to its lack of use and ongoing fire safety management improvement measures.

[redacted] of Engie is the person who provided information prior to our survey. [redacted] is the Article 18 nominated competent person as per the requirement under the Regulatory Reform (Fire Safety) Order 2005.

The fire risk assessor was not made aware of any current or pending enforcement notices from the local fire and rescue service.

The fire risk assessment is for the communal and landlord areas only. The student’s flats/bedrooms were not accessed by the risk assessor and are not covered within the scope of this assessment. The occupancy number for the building is based on 1 person sleeping in each flat/bedroom.

The main fire hazards in the buildings current state is the electricity and gas that serves the building and the kitchen electrical appliances, this includes electrical appliances brought onto the site by the students. All students should be reminded of the dangers of leaving combustible items too close to a heat source. A proactive approach should be taken by the landlord and management team if they find any fire safety issues.

Most electrical appliances were switched off at time of survey. It is recommended that when the building is not in use, that all electrical appliances are switched off until required.

PAT testing is carried out on all portable appliances that are provided by the Landlord and extends to any students kitchen portable appliance that is available at time of testing.

There is a no smoking policy in force throughout the block, no evidence regarding smoking inside the building was found at the time of the assessment. All staff should assist in monitoring any illicit smoking within this or other blocks on the campus.

There is no history of Arson.

Students should be reminded of the importance of the fire doors throughout the block. It is recommended that the labels reminding students to keep fire doors shut (on the bottom of the fire doors) are re-located to head height.

Persons at risk are students and any visitors, cleaning staff and contractors. All staff are given fire safety information for the blocks as part of an induction. All visitors and contractors are also required to complete an induction which covers the actions to be taken in the event of a fire.

One of the main issues previously raised was the standard of the fire doors, in as much, as the fitting of the doors into the frames did not meet the required standard. This was usually due to excessive gaps at the threshold, between double doors opening into service shafts, and gaps between single doors and the door frames. The original builders (Lend Lease) agreed that modifications and improvement to the existing doors were required and have been upgrading the fire doors since. This survey has found that much improvement has been made to the vast majority of the sites fire doors, however there are some that appear to have been missed and a small amount that have been damaged. Due to the amount of fire doors on site this upgrade work is still ongoing.

[redacted]

The compartmentation and level of fire stopping appears satisfactory, Identification labels are in place showing where passive fire protection has been installed.

It has been previously documented that the original automatic fire detection and alarm system installation did not meet with BS 5839-1 category type L1, due to the lack of smoke detection in some electrical service riser cupboards. This conversation is still ongoing between the building’s management and the original builder (Lend Lease) as to what the original design intent was. The size of some of the riser cupboards and the risk of a fire occurring in them and it spreading is still the cause for debate. It is the assessor’s opinion that this discussion needs to take into account the amount of combustible items that are continuously found stored in some electrical service riser cupboards to assess the need for installing smoke detection in all of them. If the management of these cupboards is not improved, then the risk can only increase, subsequently necessitating the need for all electrical service riser cupboards to have smoke detection installed in them.

The fire alarm system is currently being upgraded due to its age.

Engie use their own facilities management systems to pre plan and record all scheduled maintenance and testing and therefore, to avoid duplication, the 'Live' logbook has not been utilised. No servicing records were viewed at time of survey, these records will need to be checked and validated.

The weekly test of the fire alarm is carried out by Engie who also check the operation of automatic closing fire doors at that time and ensure that the doors locked electronically and unlock on operation of the alarm.

A fire and security engineer employed by Engie is permanently on site and carries out annual servicing of the alarm system on each block in rotation. In addition, the engineer also checks and maintains the refuge communication facility.

Engie also test the emergency lighting on a monthly basis and carry out any repairs required.
June is the emergency lighting annual duration test, and this is carried out, in house, on all blocks during this month.

The location of all fire dampers (2218 across the whole campus) are known and these receive annual testing and maintenance, various rectification recommendations have been made on previous inspections and remedial works are still ongoing.

The university operates a full evacuation procedure (Simultaneous evacuation), which is suitable for this type of occupancy and building. This is in line with the buildings Fire Strategy.

General Fire Precautions - University Responsibility

Although the frequency of fire drills and the level of staff training are not the responsibility of the Engie, it is considered relevant to include information regarding this, and other fire procedures such as evacuation for persons with mobility issues.

Fire drills are carried out by University on or around [redacted] each year. They maintain records of evacuations and associated fire marshal training.

With regard to the evacuation of persons with disabilities, Personal Emergency Evacuation Plans (PEEPs) are formulated by the University. Students are asked, when applying for accommodation, if they have any disability issues so the University can provide suitable accommodation or provide equipment such as vibrating pillows etc or ensuring that they are accommodated in rooms with strobe lighting linked to the fire alarm.

With regard to students with mobility issues, they will be accommodated in ground floor accommodation provided the University is made aware of their requirements. The University's current procedure ensures that there are very few students with mobility issues on upper level accommodation.

The general fire procedure for the University is that, on operation of the alarm system, a signal showing the alarm location will be sent to the Campus Control, which is off site. Campus Control has wireless and land line communication with the University Security who are on call 24 hours a day. Security will respond to the location of the alarm to confirm if it is a genuine signal or otherwise. Campus Control will then summon the fire service using the 999 system. This is in addition to the fire procedure when a student could phone 999 independently on discovery of fire.

system. This is in addition to the fire procedure when a student could phone 999 independently on discovery of fire.

Fire hydrants are located around the campus streets.

SECTION 2: RISK ASSESSMENT

01 - Persons at Risk

It is important to consider all relevant persons that use the premises. This will include persons that use the building on a day to day basis such as staff or residents but also any persons that visit the premises on temporary basis such as visitor or contractors. Particular care should be taken to identify any risks to vulnerable persons such as those with disabilities or young persons.

Sub Section	Question	Answer	Action Plan	Status
01 - Young Persons	Are young persons in the premises?	There are no young persons present at the time of this fire risk assessment.		**N/A**
02 - Persons with Special Needs	Are persons with special needs in the premises?	There are no persons with special needs present at the time of this fire risk assessment.		**N/A**
03 - Members of the Public	Are members of the public present in the premises?	There are no members of the public allowed access to the building at the time of this fire risk assessment.		**N/A**
04 - Occupancy Numbers	Is the occupancy level for the premises acceptable?	The occupancy capacity, width of escape routes and exits appear to be sufficient.		**Compliant**
05 - Lone Working	Are there areas where relevant persons are isolated?	At the time of this fire risk assessment Company policy prohibits the practice of lone working.		**N/A**

02 - Sources of Ignition

The premises is assessed to identify all potential ignition sources that may be the cause of a fire. Examples of Ignition sources can be any heat generating equipment such as portable heaters, cooking equipment and power tools. Fixed installations and portable electrical equipment can also be an ignition source if they are misused or not maintained. Naked flames and equipment that generates sparks must be strictly controlled.

Sub Section	Question	Answer	Action Plan	Status
01 - Heating - Gas and Electric - including Portables	Are all heating appliances correctly installed, adequately protected and maintained?	All appliances are correctly installed and adequately maintained.		**Compliant**
02 - Electrical Services	Are all electrical installations and appliances correctly installed and maintained?	All electrical installations and appliances are correctly installed and adequately maintained.		**Compliant**
03 - Lightning Protection	Is lightning protection provided for the building?	A lightning protection system has been installed, the system is being periodically inspected and maintained.		**Compliant**
04 - Miscellaneous	Are potential sources of ignition adequately controlled?	Potential sources of ignition present are adequately controlled.		**Compliant**

03 - Sources of Fuel

In order for a fire to develop the presence of fuel is required. By managing the quantity, type and location of combustible materials the risk of a fire developing can be greatly reduced. The storage of combustible materials within the escape routes or places of high fire risk such as boiler rooms or electrical cupboards must be prevented.

Sub Section	Question	Answer	Action Plan	Status
01 - Housekeeping	Are house keeping arrangements satisfactory?	The waste management provisions evident are inefficient.	C	**Non_Compliant**

04 - Construction

The fire protection of the building is required to ensure that fire is unable to spread and also to prevent premature collapse in the event of fire. It means that the occupants can safely exit the premises without undue risk, whilst it is not perceived that any building should be sacrificed it is always possible to avoid the loss of the premises.

Sub Section	Question	Answer	Action Plan	Status
01 - Structural Elements	Are the fire resisting and separating walls and floors in good condition?	The fire resisting walls and floors appear to be of an acceptable standard.		**Compliant**
02 - Lift Shafts	Are the lifts contained within protected shafts?	There are no lifts servicing this building.		**N/A**
03 - Protected Shafts	Are the escalators, chutes, ducts and pipes contained within protected shafts?	The services are contained within protected shafts.		**Compliant**
04 - Concealed Spaces - Cavities	Are the concealed spaces or cavities protected with suitable cavity barriers?	The cavity barriers appear to be acceptable.		**Compliant**
05 - Protected Stairways	Are the stairways within the building required for means of escape adequately enclosed with fire resisting construction?	The stairways are enclosed throughout their height to an acceptable standard.		**Compliant**
06 - Higher Risk Areas	Are areas of higher risk and places of special fire hazard sufficiently separated from the remainder of the building by fire resisting construction?	The high risk areas and places of special fire hazard are adequately separated with fire resisting construction.		**Compliant**
07 - Surface	Are the materials used to line walls and ceilings of the correct	The materials lining the walls and ceilings		**Compliant**

Spread of Flame	surface spread of flame classification in accordance with the Approved Document B of the Building Regulations?	are deemed to be of an acceptable standard.		

05 - Means of Escape

To ensure a safe escape the escape routes must be protected from smoke, heat and flames. The distance that occupants have to travel must also be regulated to ensure that the distance people have to travel to safety is within the prescribed guidelines.

Sub Section	Question	Answer	Action Plan	Status
01 - Means of Escape for the Disabled	Are there adequate arrangements for the evacuation of disabled people?	No disabled persons present at the time of this fire risk assessment.		**N/A**
02 - Premises that are multi-occupied	Are the escape routes for all the building occupants acceptable?	The premises are multi-occupancy and the means of escape from each occupancy is considered satisfactory.		**Compliant**
03 - Escape routes and travel distances from within a storey	Are the escape routes sufficient in number and travel distance from any point within the floor area to the nearest storey exit, having due regard to the layout of walls, partitions and fittings within current guidance?	The travel distance to the nearest storey exit is within current guidance.		**Compliant**
04 - Occupancy Numbers	Is the occupancy level for the premises acceptable?	The occupancy capacity and width of escape routes and exits appear to be sufficient.		**Compliant**
05 - Protected Corridors	Are the protected corridors suitable and sufficient to allow the occupants to reach a storey exit safely?	All protected corridors are adequate to allow the occupants to reach a storey exit safely.		**Compliant**
06 - Escape from Inner Rooms	Is the escape from inner rooms acceptable?	No risk from inner room situations present.		**N/A**
07 - Accommodation Lifts and Stairways	Are the accommodation lifts and or stairways positioned so that they do not impact on the escape routes from upper floors?	The position of accommodation lifts and or stairways is such that they do not prejudice the escape from upper floors.		**Compliant**
08 - Protected Stairways	Do the protected stairways offer sufficient and suitable protection to ensure the safe escape of all occupants?	Sufficient and protected stairways have been provided to ensure safe escape of all the occupants.		**Compliant**
09 - External Stairways	Is the external stairways provision sufficient and does it afford suitable protection to the occupants to ensure their safe escape?	No external stairways were present.		**N/A**
10 - Escape Route across a flat roof	Is the escape route across a flat roof acceptable?	Flat roofs do not form part of the escape route.		**N/A**
11 - Fire-resisting doors	Do the fire resisting door sets meet the appropriate standard?	Fire doors were found to be wedged open.	G	**Non_Compliant**
12 - Fire-resisting partitions	Are the fire resisting partitions present installed and maintained to the appropriate standards?	The fire resisting partitions within the building are constructed and maintained to an appropriate standard.		**Compliant**
13 - General Doors	Are the doors required to form part of the escape route in an emergency?	All the doors required to form part of the escape route are in good working order and are capable of being used effectively.		**Compliant**
14 - Housekeeping	Are house keeping arrangements satisfactory?	The housekeeping arrangements appear to be of an acceptable standard.		**Compliant**

06 - Fire-fighting Equipment

Fixed and portable firefighting equipment can be used to good effect and minimize damage to the premises. If a fire has been detected in its early stages fighting the fire in these early stages will contain its growth and reduce hazards to the occupants such as smoke and heat as well as minimising potential financial loss to the business and the impact on jobs.

Sub Section	Question	Answer	Action Plan	Status
01 - Portable Equipment	Are there sufficient quantities of portable fire-fighting equipment provided, correctly sited and adequately maintained?	The portable fire-fighting equipment is not being periodically maintained.	B	**Non_Compliant**
02 - Fixed Fire-Fighting Installations	Are the fixed fire-fighting installations correctly installed, adequately maintained and appropriate for the risk?	There is no requirement for a fixed fire-fighting installation at this premises.		**N/A**

07 - Fire Detection and Warning

It is essential for the safe evacuation of building occupants that they have been made aware of a fire incident as soon as possible. This will allow the Fire Service to be contacted in the early stages of the fire and most importantly all the occupants should have left the building to a place of safety before the fire has had the chance to take a hold. It is vital that any early warning and detection system be installed and maintained to British Standards.

Sub Section	Question	Answer	Action Plan	Status
01 - Fire Detection and	Is there an adequate method for raising the alarm	There is an appropriate method of raising the		**Compliant**

Warning System Provision	and detecting a fire present in the premises?	alarm and detection in the event of a fire.		
02 - Fire Alarm Maintenance	Is the fire alarm system routinely tested, inspected and maintained in accordance with current guidance?	The fire alarm system is routinely tested, inspected and maintained in accordance with current guidance.		**Compliant**

08 - Emergency Lighting

If the conventional lighting system fails in a building, an emergency lighting system may be required. The emergency lighting system should indicate the safe routes to and through the escape exits from the premises including any changes of direction or level en-route. It can also be used to illuminate fire alarm call points, refuges and firefighting appliances.

Sub Section	Question	Answer	Action Plan	Status
01 - The Emergency Lighting System	Is there an adequate method for illuminating the escape route and safety equipment in the premises?	It appears that the installed emergency lighting system will provide sufficient illumination (visual observation only, a physical test was not completed).		**Compliant**
02 - Maintenance of Emergency Lighting Systems	Is the emergency lighting system routinely tested, inspected and maintained in accordance with current guidance?	The emergency lighting system is routinely tested, inspected and maintained in accordance with current guidance.		**Compliant**

09 - Firefighters Provisions

As required under the Regulatory Reform (Fire Safety) Order 2005, The Fire Safety (Scotland) Regulations 2006, The Fire & Rescue Services (NI) Order 2006 and The Fire Precautions (Workplace) Regulations (Northern Ireland Only) consideration must be made to the effects of a fire in any given building to the Fire Service. Safety of the fire crews and their operational needs such as access, water supplies and building information must be reviewed and be made available for the Fire Service for consideration.

Sub Section	Question	Answer	Action Plan	Status
01 - Access for Fire Fighting	Have reasonable facilities and access for firefighters and fire appliances been provided to aid the protection of life?	Facilities and access for firefighters and fire appliances are available and adequate.		**Compliant**
02 - Firefighter Safety	Have all reasonable measures and arrangements been made to safeguard firefighting personnel in a fire situation?	All reasonable measures and arrangements for the safety of firefighting personnel in a fire situation are in place.		**Compliant**
03 - Water Supplies	Are water supplies adequately provided to assist firefighting personnel in their firefighting tasks?	There is adequate hydrant provision of adequate diameter in close proximity to the premises.		**Compliant**
04 - Rising Mains	Are rising mains adequately provided to assist firefighting personnel in their firefighting tasks?			**N/A**

10 - Management

Providing all of the elements of the fire safety plan (of which the fire risk assessment form just part) are adhered to, then the safe evacuation of all the occupants is then likely to be successful. If however the management of the fire safety plan is not adhered to the fire safety provisions may be seriously compromised.

Sub Section	Question	Answer	Action Plan	Status
01 - Management	Are management and employees fully aware of the fire safety features provided and their purpose?			**N/A**
02 - Staff Training	Have employees received appropriate fire safety awareness training?	This premises does not require employees to be trained.		**N/A**
03 - Housekeeping	Are house keeping arrangements satisfactory?	Inappropriate use of rooms/space.	A	**Non_Compliant**
04 - Arson	Are adequate measures in place to control risk of fire due to arson?	Adequate arson control measures are in place.		**Compliant**
05 - Smoking Policy	Is a suitable 'no smoking' policy in place?	An adequate ''no smoking'' policy is in place in accordance with current legislation and company policy.		**Compliant**
06 - Legislation	Has the premises been subject to an inspection by the Enforcing Authority?	The premises have not been subject to an inspection by the Enforcing Authority.		**N/A**

11 - Signs and Signals

Research has shown that members of the public may become confused and disorientated in the event of a fire. To save confusion which can jeopardise building occupants escape all safety signs should be installed and conform to Signs and Safety Signals Regulations.

Sub Section	Question	Answer	Action Plan	Status
01 - Provision of Fire safety Signs and Notices	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	Fire safety signs and notices are provided to the appropriate standards.		**Compliant**

12 - Effects on the Environment

A further requirement under the Regulatory Reform (Fire Safety) Order 2005, The Fire Safety (Scotland) Regulations 2006, The Fire & Rescue Services (NI) Order 2006 and The Fire Precautions (Workplace) Regulations (Northern Ireland Only) is that consideration must be made to the effects of a fire in any given building to the environment. The spread of fire to adjacent properties, the risks posed by the smoke from the materials contained within the building if affected by fire and if the water used for firefighting needs to be contained to protect the water course.

Sub Section	Question	Answer	Action Plan	Status
01 - Adjacent Properties	Has the Responsible Person considered the effects to adjacent buildings that might be caused by a fire on the site?	The Responsible Person has made adequate arrangements to mitigate any damage to the adjacent properties from a fire on the site.		**Compliant**
02 - Immediate Surroundings	Has the building's Responsible Person considered the effects to the environment that might be caused by a fire on the site?	The Responsible Person has made arrangements to mitigate any damage to the environment from a fire on the site.		**Compliant**

SECTION 3: ACTION PLAN

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
11713151	B	Are there sufficient quantities of portable fire-fighting equipment provided, correctly sited and adequately maintained?	The portable fire-fighting equipment is not being periodically maintained.	The equipment is to be periodically maintained by a competent person to BS 5306-3 and records maintained.	3rd floor plant room	Statutory requirement of the Client	25/10/2020

Completed By.............................. Date.................

Action Status Notes:

No notes have been entered

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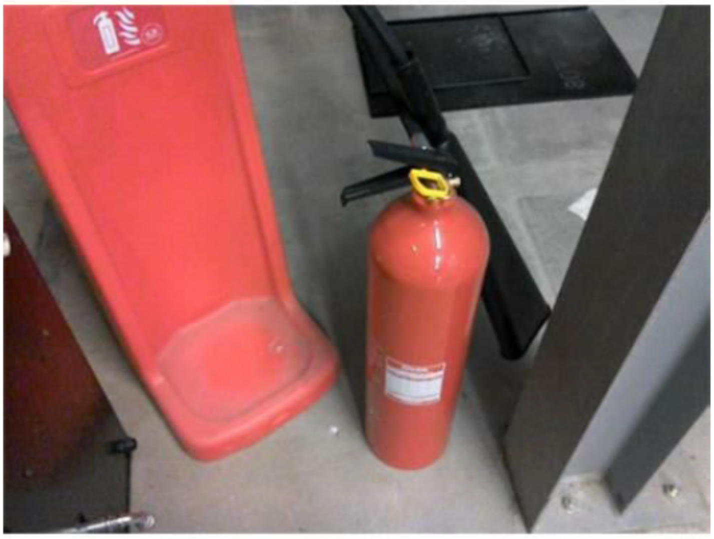

Locations of Non-conformity (one floorplan per page)

Block A

[redacted]

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
11713130	C	Are house keeping arrangements satisfactory?	The waste management provisions evident are inefficient.	Review the waste management policy and implement adequate control measures.	Plant room 3rd floor	Statutory requirement of the Client	25/10/2020

Completed By............................ Date................

Action Status Notes:

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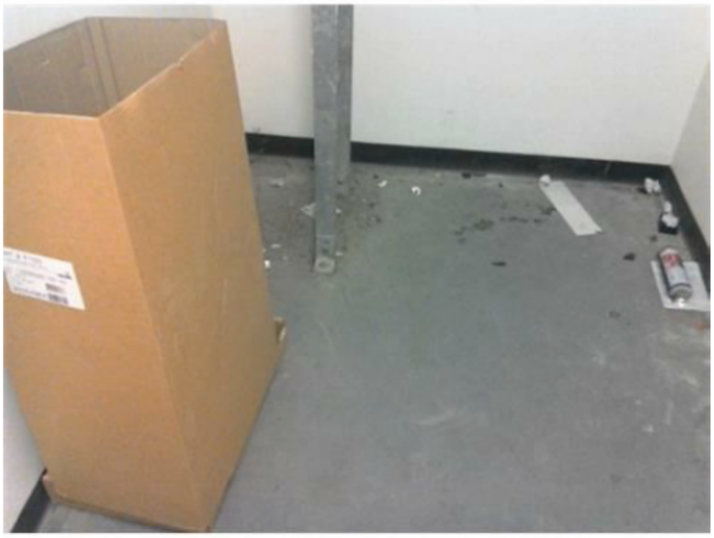

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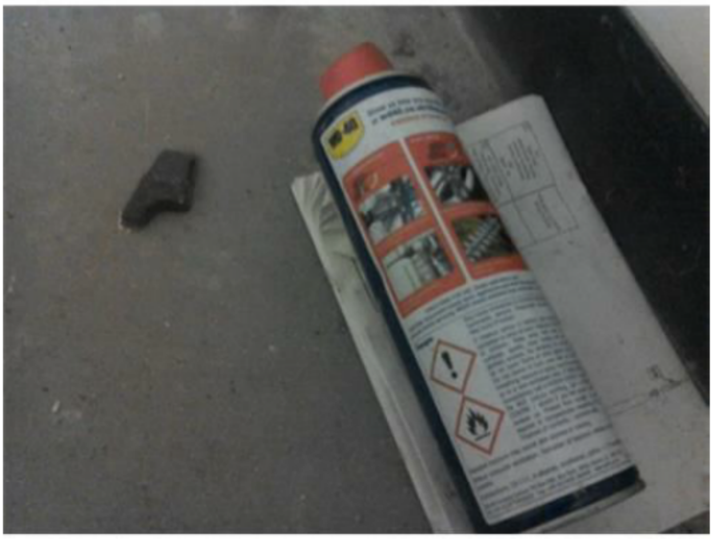

Locations of Non-conformity (one floorplan per page)

Block A

[redacted]

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
11713147	G	Do the fire resisting door sets meet the appropriate standard?	Fire doors were found to be wedged open.	Remove the wedges from doors and maintain closed when not in use, this identifies a training need as staff do not understand the essential role of the fire door. If this door requires to be held open, an approved automatic hold open/release device can be installed as an acceptable alternative. Installation must be completed by a competent person in accordance with BS EN 1155 or BS 5839-3.	First floor flat entrance fire door	Statutory requirement of the Client	25/10/2020

Completed By............................ Date.................

Action Status Notes:

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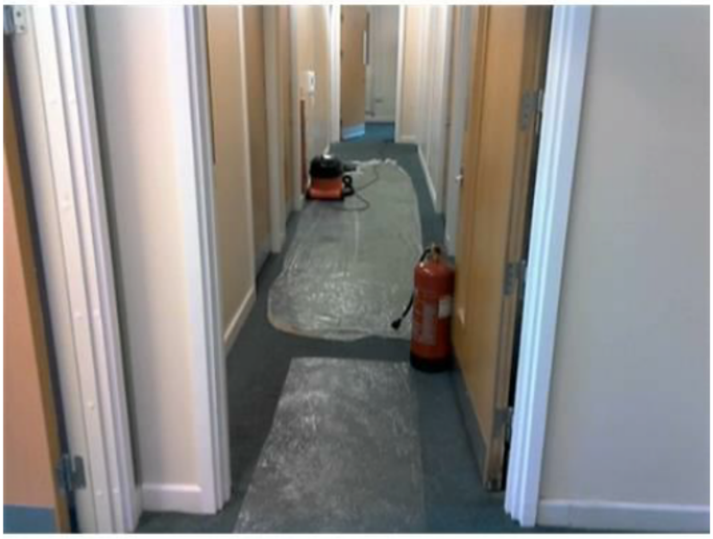

Locations of Non-conformity (one floorplan per page)

Block A

[redacted]

SECTION 3. ACTION PLAN:Low Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
11713161	A	Are house keeping arrangements satisfactory?	Inappropriate use of rooms/space.	The room/space should be utilised for the purpose for which it was designed.	1st floor server room	Statutory requirement of the Client	24/12/2020

Completed By............................ Date................

Action Status Notes:

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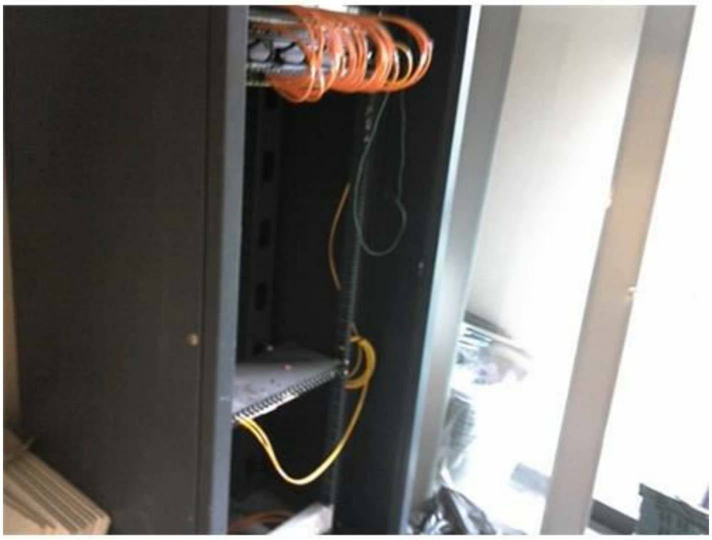

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20209112210.jpg

Locations of Non-conformity (one floorplan per page)

Block A

[redacted]

SECTION 4: ARCHIVE

SECTION 5: LOG BOOK

Fire Risk Assessment

Carried out on behalf of

University of Sheffield - Burbage Block B

On the

01 Sep 2020

By

[redacted]

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    - 12 - Effects on the Environment
3. Action Plan
4. Archive

FIRE RISK ASSESSMENT GUIDANCE NOTES

This Fire Risk Assessment has been compiled and formulated as required by the Regulatory Reform (Fire Safety) Order 2005, The Fire Safety (Scotland) Regulations 2006, The Fire & Rescue Services (NI) Order 2006 and The Fire Precautions (Workplace) Regulations (Northern Ireland Only). It has been constructed to be used as a tool for the safe management of a work place.

To use the Risk Assessment effectively follow the points below:-

1. Read the risk summary as a snap shot of the premises on the day of the Fire Risk Assessment. Recommendations from the Action Plan may have already been implemented by the time you read this.
2. The Risk Assessment is broken into the following twelve sections.
3. The Action Plan is the observations and recommendations of the Fire Assessor using their competence and experience to ensure the most pragmatic approach is applied to all significant findings.

   a. Read the Action Plan in its entirety as some actions may have an impact on other recommendations.
   b. Once the recommended action has been completed, the responsible person must sign and date the page relating to the non conformity this will then be automatically stored in the Archive Section which provides an audit trail.

4. It is essential that the Fire Log Book is maintained by the Responsible Person, to ensure that all tests, maintenance, practice drills and periods of instruction are recorded. If used as designed, this will then prove to be an invaluable Management tool.
5. If there are any material changes to the structure, layout, use of the building, type of business or changes in the number of staff then a new Fire Risk Assessment must be carried out.The Fire Risk Assessment should be reviewed by a competent person by the review date or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes to the premises, the occupancy or its use. It is recommended to have a review carried out annually to ensure all fire safety measures and practices are being adhered to.

SECTION 1:MANAGEMENT OVERVIEW - RISK ASSESSMENT

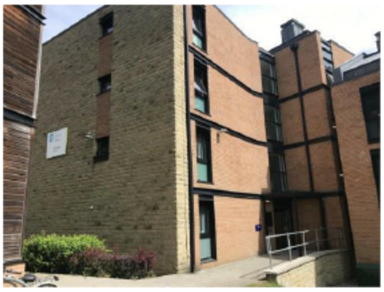
Address
University of Sheffield - Burbage Block B
14 Endcliffe Avenue
Sheffield
S10 3EA

Responsible Person
University of Sheffield

Article 5(3) Persons
[redacted]

Telephone
[redacted]

Email
[redacted]



Building Id
10031493
Assessment Id
10058273

This Risk Assessment was carried out on 01 Sep 2020 and the assessor has stated that this building cannot be below Medium risk.

Building Details:		
Assessor:	[redacted]	
Checked By:	[redacted]	Date: 23/09/2020
Validated By:	[redacted]	Date: 23/09/2020
Area:	200m2	
Number of floors:	5	
Occupied floors:	4	
Number of occupants:	32	
Is customer LandLord?:	No	
Type of alarm:	Category L1 System	

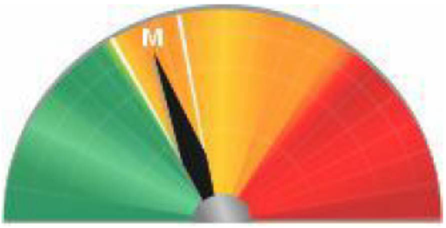
Live Fire Log Book	**Next Due Date**
Risk Assessment	01/09/2021
Fire Drill	Records held off-site
Fire extinguisher maintenance:	Records held off-site
Fire Safety Training	Records held off-site
Fire Marshal Training	Records held off-site
Fire Alarm Service	Records held off-site
Emergency Lighting Service	Records held off-site

Description of Property

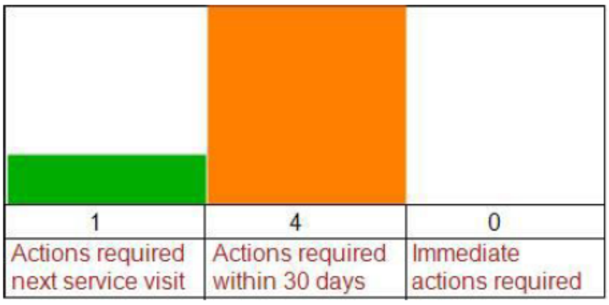
The building is approximately 12 years old. Traditional brick construction with some additional cladding material. [redacted]

[redacted]

Communal circulation areas, including kitchens, store cupboards, service cupboards, plant room and external areas.



This Risk Assessment was carried out on 01 Sep 2020 and this property was considered a Medium risk property.



To view actions outstanding click here

History of Incidents

None reported

Risk Assessors Summary

This fire risk assessment (FRA) is a review of the previous FRA that was carried out in May 2019 and an overall view of the building in its current state at time of our survey.

The ongoing coronavirus pandemic has meant that the accommodation has been unoccupied for a longer period of time than it would normally be, this is reflected in the overall good state of repair the building is in due to its lack of use and ongoing fire safety management improvement measures.

[redacted] of Engie is the person who provided information prior to our survey. [redacted] is the Article 18 nominated competent person as per the requirement under the Regulatory Reform (Fire Safety) Order 2005.

The fire risk assessor was not made aware of any current or pending enforcement notices from the local fire and rescue service.

The fire risk assessment is for the communal and landlord areas only. The student's flats/bedrooms were not accessed by the risk assessor and are not covered within the scope of this assessment. The occupancy number for the building is based on 1 person sleeping in each flat/bedroom.

The main fire hazards in the buildings current state is the electricity and gas that serves the building and the kitchen electrical appliances, this includes electrical appliances brought onto the site by the students. All students should be reminded of the dangers of leaving combustible items too close to a heat source. A proactive approach should be taken by the landlord and management team if they find any fire safety issues.

Most electrical appliances were switched off at time of survey. It is recommended that when the building is not in use, that all electrical appliances are switched off until required.

PAT testing is carried out on all portable appliances that are provided by the Landlord and extends to any students kitchen portable appliance that is available at time of testing.

There is a no smoking policy in force throughout the block, no evidence regarding smoking inside the building was found at the time of the assessment. All staff should assist in monitoring any illicit smoking within this or other blocks on the campus.

There is no history of Arson.

Students should be reminded of the importance of the fire doors throughout the block. It is recommended that the labels reminding students to keep fire doors shut (on the bottom of the fire doors) are re-located to head height.

Persons at risk are students and any visitors, cleaning staff and contractors. All staff are given fire safety information for the blocks as part of an induction. All visitors and contractors are also required to complete an induction which covers the actions to be taken in the event of a fire.

One of the main issues previously raised was the standard of the fire doors, in as much, as the fitting of the doors into the frames did not meet the required standard. This was usually due to excessive gaps at the threshold, between double doors opening into service shafts, and gaps between single doors and the door frames. The original builders (Lend Lease) agreed that modifications and improvement to the existing doors were required and have been upgrading the fire doors since. This survey has found that much improvement has been made to the vast majority of the sites fire doors, however there are some that appear to have been missed and a small amount that have been damaged. Due to the amount of fire doors on site this upgrade work is still ongoing.

[redacted]

The compartmentation and level of fire stopping appears satisfactory, Identification labels are in place showing where passive fire protection has been installed.

It has been previously documented that the original automatic fire detection and alarm system installation did not meet with BS 5839-1 category type L1, due to the lack of smoke detection in some electrical service riser cupboards. This conversation is still ongoing between the building's management and the original builder (Lend Lease) as to what the original design intent was. The size of some of the riser cupboards and the risk of a fire occurring in them and it spreading is still the cause for debate. It is the assessor's opinion that this discussion needs to take into account the amount of combustible items that are continuously found stored in some electrical service riser cupboards to assess the need for installing smoke detection in all of them. If the management of these cupboards is not improved, then the risk can only increase, subsequently necessitating the need for all electrical service riser cupboards to have smoke detection installed in them.

The fire alarm system is currently being upgraded due to its age.

Engie use their own facilities management systems to pre plan and record all scheduled maintenance and testing and therefore, to avoid duplication, the 'Live' logbook has not been utilised. No servicing records were viewed at time of survey, these records will need to be checked and validated.

The weekly test of the fire alarm is carried out by Engie who also check the operation of automatic closing fire doors at that time and ensure that the doors locked electronically and unlock on operation of the alarm.

A fire and security engineer employed by Engie is permanently on site and carries out annual servicing of the alarm system on each block in rotation. In addition, the engineer also checks and maintains the refuge communication facility.

Engie also test the emergency lighting on a monthly basis and carry out any repairs required.
June is the emergency lighting annual duration test, and this is carried out, in house, on all blocks during this month.

The location of all fire dampers (2218 across the whole campus) are known and these receive annual testing and maintenance, various rectification recommendations have been made on previous inspections and remedial works are still ongoing.

The university operates a full evacuation procedure (Simultaneous evacuation), which is suitable for this type of occupancy and building. This is in line with the buildings Fire Strategy.

General Fire Precautions - University Responsibility

Although the frequency of fire drills and the level of staff training are not the responsibility of the Engie, it is considered relevant to include information regarding this, and other fire procedures such as evacuation for persons with mobility issues.

Fire drills are carried out by University on or around [redacted] each year. They maintain records of evacuations and associated fire marshal training.

With regard to the evacuation of persons with disabilities, Personal Emergency Evacuation Plans (PEEPs) are formulated by the University. Students are asked, when applying for accommodation, if they have any disability issues so the University can provide suitable accommodation or provide equipment such as vibrating pillows etc or ensuring that they are accommodated in rooms with strobe lighting linked to the fire alarm.

With regard to students with mobility issues, they will be accommodated in ground floor accommodation provided the University is made aware of their requirements. The University's current procedure ensures that there are very few students with mobility issues on upper level accommodation.

The general fire procedure for the University is that, on operation of the alarm system, a signal showing the alarm location will be sent to the Campus Control, which is off site. Campus Control has wireless and land line communication with the University Security who are on call 24 hours a day. Security will respond to the location of the alarm to confirm if it is a genuine signal or otherwise. Campus Control will then summon the fire service using the 999 system. This is in addition to the fire procedure when a student could phone 999 independently on discovery of fire.

Fire hydrants are located around the campus streets.

SECTION 2: RISK ASSESSMENT

01 - Persons at Risk

It is important to consider all relevant persons that use the premises. This will include persons that use the building on a day to day basis such as staff or residents but also any persons that visit the premises on temporary basis such as visitor or contractors. Particular care should be taken to identify any risks to vulnerable persons such as those with disabilities or young persons.

Sub Section	Question	Answer	Action Plan	Status
01 - Young Persons	Are young persons in the premises?	There are no young persons present at the time of this fire risk assessment.		**N/A**
02 - Persons with Special Needs	Are persons with special needs in the premises?	There are no persons with special needs present at the time of this fire risk assessment.		**N/A**
03 - Members of the Public	Are members of the public present in the premises?	There are no members of the public allowed access to the building at the time of this fire risk assessment.		**N/A**
04 - Occupancy Numbers	Is the occupancy level for the premises acceptable?	The occupancy capacity, width of escape routes and exits appear to be sufficient.		**Compliant**
05 - Lone Working	Are there areas where relevant persons are isolated?	At the time of this fire risk assessment Company policy prohibits the practice of lone working.		**N/A**

02 - Sources of Ignition

The premises is assessed to identify all potential ignition sources that may be the cause of a fire. Examples of Ignition sources can be any heat generating equipment such as portable heaters, cooking equipment and power tools. Fixed installations and portable electrical equipment can also be an ignition source if they are misused or not maintained. Naked flames and equipment that generates sparks must be strictly controlled.

Sub Section	Question	Answer	Action Plan	Status
01 - Heating - Gas and Electric - including Portables	Are all heating appliances correctly installed, adequately protected and maintained?	All appliances are correctly installed and adequately maintained.		**Compliant**
02 - Electrical Services	Are all electrical installations and appliances correctly installed and maintained?	All electrical installations and appliances are correctly installed and adequately maintained.		**Compliant**
03 - Lightning Protection	Is lightning protection provided for the building?	A lightning protection system has been installed, the system is being periodically inspected and maintained.		**Compliant**
04 - Miscellaneous	Are potential sources of ignition adequately controlled?	Potential sources of ignition present are adequately controlled.		**Compliant**

03 - Sources of Fuel

In order for a fire to develop the presence of fuel is required. By managing the quantity, type and location of combustible materials the risk of a fire developing can be greatly reduced. The storage of combustible materials within the escape routes or places of high fire risk such as boiler rooms or electrical cupboards must be prevented.

Sub Section	Question	Answer	Action Plan	Status
01 - Housekeeping	Are house keeping arrangements satisfactory?	Poor housekeeping has resulted in an accumulation of rubbish, waste paper or other materials that could catch fire or be set alight.	M	**Non_Compliant**

04 - Construction

The fire protection of the building is required to ensure that fire is unable to spread and also to prevent premature collapse in the event of fire. It means that the occupants can safely exit the premises without undue risk, whilst it is not perceived that any building should be sacrificed it is always possible to avoid the loss of the premises.

Sub Section	Question	Answer	Action Plan	Status
01 - Structural Elements	Are the fire resisting and separating walls and floors in good condition?	The fire resisting walls and floors appear to be of an acceptable standard.		**Compliant**
02 - Lift Shafts	Are the lifts contained within protected shafts?	There are no lifts servicing this building.		**N/A**
03 - Protected Shafts	Are the escalators, chutes, ducts and pipes contained within protected shafts?	The services are contained within protected shafts.		**Compliant**
04 - Concealed Spaces - Cavities	Are the concealed spaces or cavities protected with suitable cavity barriers?	The cavity barriers appear to be acceptable.		**Compliant**
05 - Protected Stairways	Are the stairways within the building required for means of escape adequately enclosed with fire resisting construction?	The stairways are enclosed throughout their height to an acceptable standard.		**Compliant**
06 - Higher Risk Areas	Are areas of higher risk and places of special fire hazard sufficiently separated from the remainder of the building by fire resisting construction?	The high risk areas and places of special fire hazard are adequately separated with fire resisting construction.		**Compliant**
07 - Surface	Are the materials used to line walls and ceilings of the correct	The materials lining the walls and ceilings		**Compliant**

Spread of Flame	surface spread of flame classification in accordance with the Approved Document B of the Building Regulations?	are deemed to be of an acceptable standard.		

05 - Means of Escape

To ensure a safe escape the escape routes must be protected from smoke, heat and flames. The distance that occupants have to travel must also be regulated to ensure that the distance people have to travel to safety is within the prescribed guidelines.

Sub Section	Question	Answer	Action Plan	Status
01 - Means of Escape for the Disabled	Are there adequate arrangements for the evacuation of disabled people?	No disabled persons present at the time of this fire risk assessment.		**N/A**
02 - Premises that are multi-occupied	Are the escape routes for all the building occupants acceptable?	The premises are multi-occupancy and the means of escape from each occupancy is considered satisfactory.		**Compliant**
03 - Escape routes and travel distances from within a storey	Are the escape routes sufficient in number and travel distance from any point within the floor area to the nearest storey exit, having due regard to the layout of walls, partitions and fittings within current guidance?	The travel distance to the nearest storey exit is within current guidance.		**Compliant**
04 - Occupancy Numbers	Is the occupancy level for the premises acceptable?	The occupancy capacity and width of escape routes and exits appear to be sufficient.		**Compliant**
05 - Protected Corridors	Are the protected corridors suitable and sufficient to allow the occupants to reach a storey exit safely?	All protected corridors are adequate to allow the occupants to reach a storey exit safely.		**Compliant**
06 - Escape from Inner Rooms	Is the escape from inner rooms acceptable?	No risk from inner room situations present.		**N/A**
07 - Accommodation Lifts and Stairways	Are the accommodation lifts and or stairways positioned so that they do not impact on the escape routes from upper floors?	The position of accommodation lifts and or stairways is such that they do not prejudice the escape from upper floors.		**Compliant**
08 - Protected Stairways	Do the protected stairways offer sufficient and suitable protection to ensure the safe escape of all occupants?	Sufficient and protected stairways have been provided to ensure safe escape of all the occupants.		**Compliant**
09 - External Stairways	Is the external stairways provision sufficient and does it afford suitable protection to the occupants to ensure their safe escape?	No external stairways were present.		**N/A**
10 - Escape Route across a flat roof	Is the escape route across a flat roof acceptable?	Flat roofs do not form part of the escape route.		**N/A**
11 - Fire-resisting doors	Do the fire resisting door sets meet the appropriate standard?	Fire doors were found to be wedged open.	G	**Non_Compliant**
11 - Fire-resisting doors	Do the fire resisting door sets meet the appropriate standard?	The threshold drop seal is not releasing.	NR-49-198-1	**Non_Compliant**
12 - Fire-resisting partitions	Are the fire resisting partitions present installed and maintained to the appropriate standards?	The fire resisting partitions within the building are constructed and maintained to an appropriate standard.		**Compliant**
13 - General Doors	Are the doors required to form part of the escape route in an emergency?	All the doors required to form part of the escape route are in good working order and are capable of being used effectively.		**Compliant**
14 - Housekeeping	Are house keeping arrangements satisfactory?	The housekeeping arrangements appear to be of an acceptable standard.		**Compliant**

06 - Fire-fighting Equipment

Fixed and portable firefighting equipment can be used to good effect and minimize damage to the premises. If a fire has been detected in its early stages fighting the fire in these early stages will contain its growth and reduce hazards to the occupants such as smoke and heat as well as minimising potential financial loss to the business and the impact on jobs.

Sub Section	Question	Answer	Action Plan	Status
01 - Portable Equipment	Are there sufficient quantities of portable fire-fighting equipment provided, correctly sited and adequately maintained?	The portable fire-fighting equipment is not being periodically maintained.	B	**Non_Compliant**
02 - Fixed Fire-Fighting Installations	Are the fixed fire-fighting installations correctly installed, adequately maintained and appropriate for the risk?	There is no requirement for a fixed fire-fighting installation at this premises.		**N/A**

07 - Fire Detection and Warning

It is essential for the safe evacuation of building occupants that they have been made aware of a fire incident as soon as possible. This will allow the Fire

Service to be contacted in the early stages of the fire and most importantly all the occupants should have left the building to a place of safety before the fire has had the chance to take a hold. It is vital that any early warning and detection system be installed and maintained to British Standards.

Sub Section	Question	Answer	Action Plan	Status
01 - Fire Detection and Warning System Provision	Is there an adequate method for raising the alarm and detecting a fire present in the premises?	There is an appropriate method of raising the alarm and detection in the event of a fire.		**Compliant**
02 - Fire Alarm Maintainence	Is the fire alarm system routinely tested, inspected and maintained in accordance with current guidance?	The fire alarm system is routinely tested, inspected and maintained in accordance with current guidance.		**Compliant**

08 - Emergency Lighting

If the conventional lighting system fails in a building, an emergency lighting system may be required. The emergency lighting system should indicate the safe routes to and through the escape exits from the premises including any changes of direction or level en-route. It can also be used to illuminate fire alarm call points, refuges and firefighting appliances.

Sub Section	Question	Answer	Action Plan	Status
01 - The Emergency Lighting System	Is there an adequate method for illuminating the escape route and safety equipment in the premises?	It appears that the installed emergency lighting system will provide sufficient illumination (visual observation only, a physical test was not completed).		**Compliant**
02 - Maintenance of Emergency Lighting Systems	Is the emergency lighting system routinely tested, inspected and maintained in accordance with current guidance?	The emergency lighting system is routinely tested, inspected and maintained in accordance with current guidance.		**Compliant**

09 - Firefighters Provisions

As required under the Regulatory Reform (Fire Safety) Order 2005, The Fire Safety (Scotland) Regulations 2006, The Fire & Rescue Services (NI) Order 2006 and The Fire Precautions (Workplace) Regulations (Northern Ireland Only) consideration must be made to the effects of a fire in any given building to the Fire Service. Safety of the fire crews and their operational needs such as access, water supplies and building information must be reviewed and be made available for the Fire Service for consideration.

Sub Section	Question	Answer	Action Plan	Status
01 - Access for Fire Fighting	Have reasonable facilities and access for firefighters and fire appliances been provided to aid the protection of life?	Facilities and access for firefighters and fire appliances are available and adequate.		**Compliant**
02 - Firefighter Safety	Have all reasonable measures and arrangements been made to safeguard firefighting personnel in a fire situation?	All reasonable measures and arrangements for the safety of firefighting personnel in a fire situation are in place.		**Compliant**
03 - Water Supplies	Are water supplies adequately provided to assist firefighting personnel in their firefighting tasks?	There is adequate hydrant provision of adequate diameter in close proximity to the premises.		**Compliant**
04 - Rising Mains	Are rising mains adequately provided to assist firefighting personnel in their firefighting tasks?			**N/A**

10 - Management

Providing all of the elements of the fire safety plan (of which the fire risk assessment form just part) are adhered to, then the safe evacuation of all the occupants is then likely to be successful. If however the management of the fire safety plan is not adhered to the fire safety provisions may be seriously compromised.

Sub Section	Question	Answer	Action Plan	Status
01 - Management	Are management and employees fully aware of the fire safety features provided and their purpose?			**N/A**
02 - Staff Training	Have employees received appropriate fire safety awareness training?	This premises does not require employees to be trained.		**N/A**
03 - Housekeeping	Are house keeping arrangements satisfactory?	Inappropriate use of rooms/space.	A	**Non_Compliant**
04 - Arson	Are adequate measures in place to control risk of fire due to arson?	Adequate arson control measures are in place.		**Compliant**
05 - Smoking Policy	Is a suitable 'no smoking' policy in place?	An adequate ''no smoking'' policy is in place in accordance with current legislation and company policy.		**Compliant**
06 - Legislation	Has the premises been subject to an inspection by the Enforcing Authority?	The premises have not been subject to an inspection by the Enforcing Authority.		**N/A**

11 - Signs and Signals

Research has shown that members of the public may become confused and disorientated in the event of a fire. To save confusion which can jeopardise building occupants escape all safety signs should be installed and conform to Signs and Safety Signals Regulations.

Sub Section	Question	Answer	Action Plan	Status
01 - Provision of Fire safety Signs and Notices	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	Fire safety signs and notices are provided to the appropriate standards.		**Compliant**

12 - Effects on the Environment

A further requirement under the Regulatory Reform (Fire Safety) Order 2005, The Fire Safety (Scotland) Regulations 2006, The Fire & Rescue Services (NI) Order 2006 and The Fire Precautions (Workplace) Regulations (Northern Ireland Only) is that consideration must be made to the effects of a fire in any given building to the environment. The spread of fire to adjacent properties, the risks posed by the smoke from the materials contained within the building if affected by fire and if the water used for firefighting needs to be contained to protect the water course.

Sub Section	Question	Answer	Action Plan	Status
01 - Adjacent Properties	Has the Responsible Person considered the effects to adjacent buildings that might be caused by a fire on the site?	The Responsible Person has made adequate arrangements to mitigate any damage to the adjacent properties from a fire on the site.		**Compliant**
02 - Immediate Surroundings	Has the building's Responsible Person considered the effects to the environment that might be caused by a fire on the site?	The Responsible Person has made arrangements to mitigate any damage to the environment from a fire on the site.		**Compliant**

SECTION 3: ACTION PLAN

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
11713210	A	Are house keeping arrangements satisfactory?	Inappropriate use of rooms/space.	The room/space should be utilised for the purpose for which it was designed.	B2 electrical riser	Statutory requirement for the Client	25/10/2020

Completed By............................ Date.................

Action Status Notes:

No notes have been entered

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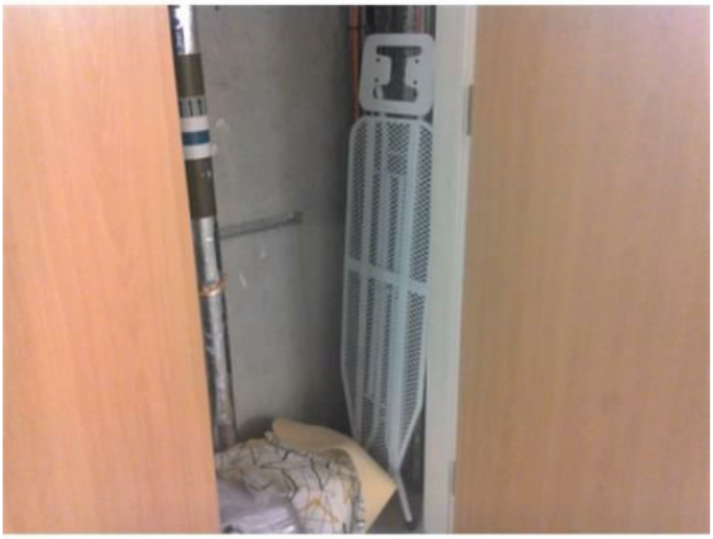

Locations of Non-conformity (one floorplan per page)

Block B

[redacted]

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
11713198	B	Are there sufficient quantities of portable fire-fighting equipment provided, correctly sited and adequately maintained?	The portable fire-fighting equipment is not being periodically maintained.	The equipment is to be periodically maintained by a competent person to BS 5306-3 and records maintained.	Plant room	Statutory requirement for the Client	25/10/2020

Completed By.............................. Date.................

Action Status Notes:

No notes have been entered

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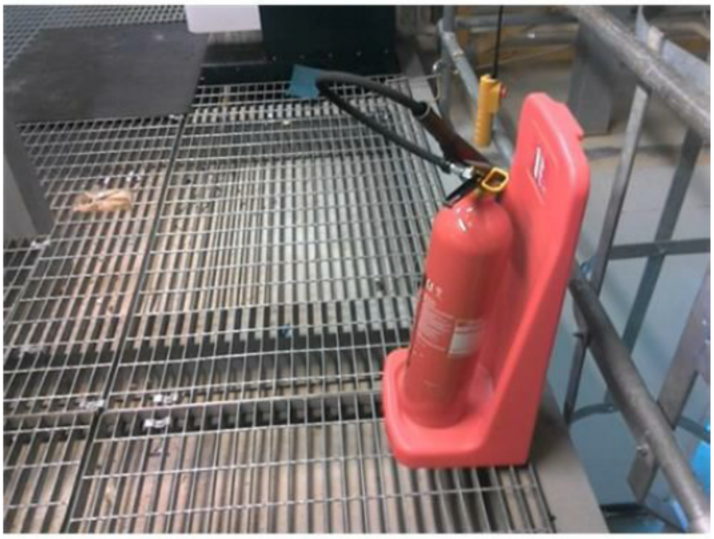

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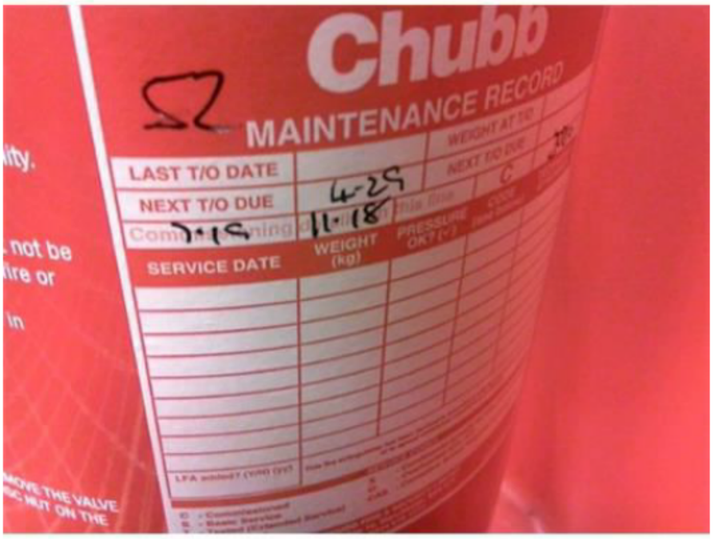

Locations of Non-conformity (one floorplan per page)

Block B

[redacted]

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
11713193	G	Do the fire resisting door sets meet the appropriate standard?	Fire doors were found to be wedged open.	Remove the wedges from doors and maintain closed when not in use, this identifies a training need as staff do not understand the essential role of the fire door. If this door requires to be held open, an approved automatic hold open/release device can be installed as an acceptable alternative. Installation must be completed by a competent person in accordance with BS EN 1155 or BS 5839-3.	Level 3 kitchen door	Statutory requirement for the Client	25/10/2020

Completed By............................ Date.................

Action Status Notes:

No notes have been entered

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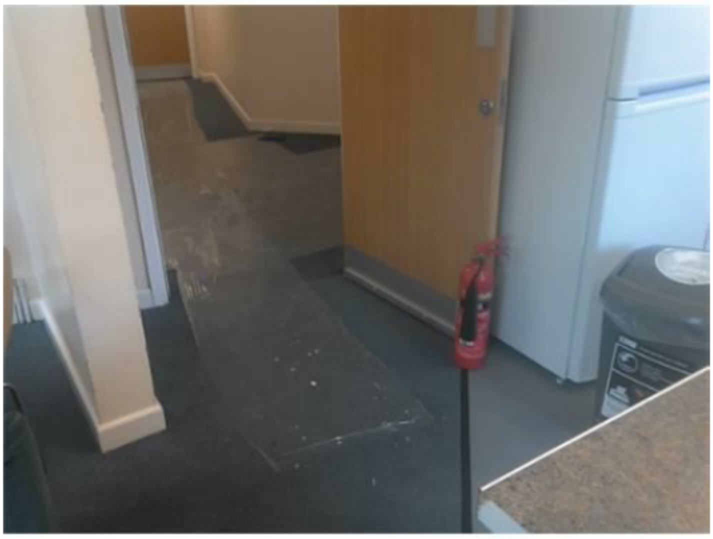

Locations of Non-conformity (one floorplan per page)

Block B

[redacted]

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
11713176	M	Are house keeping arrangements satisfactory?	Poor housekeeping has resulted in an accumulation of rubbish, waste paper or other materials that could catch fire or be set alight.	Ensure an adequate housekeeping policy is implemented, consolidated with periodic management inspections.	3rd floor plant room entrance lobby	Statutory requirement of the Client	25/10/2020

Completed By............................ Date.................

Action Status Notes:

No notes have been entered

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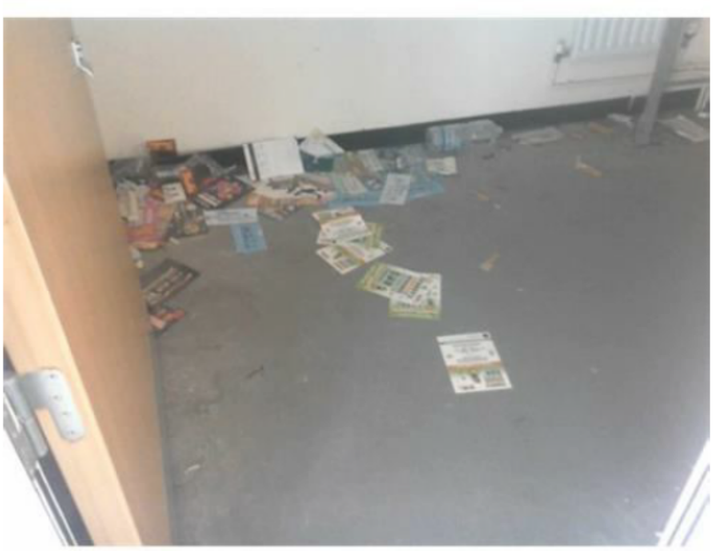

Locations of Non-conformity (one floorplan per page)

Block B

[redacted]

SECTION 3. ACTION PLAN:Low Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
11713194	NR-49-198-1	Do the fire resisting door sets meet the appropriate standard?	The threshold drop seal is not releasing.	Repair or replace the threshold drop seal.	B3 entrance door	Statutory requirement of the Client	24/12/2020

Completed By.............................. Date.................

Action Status Notes:

No notes have been entered

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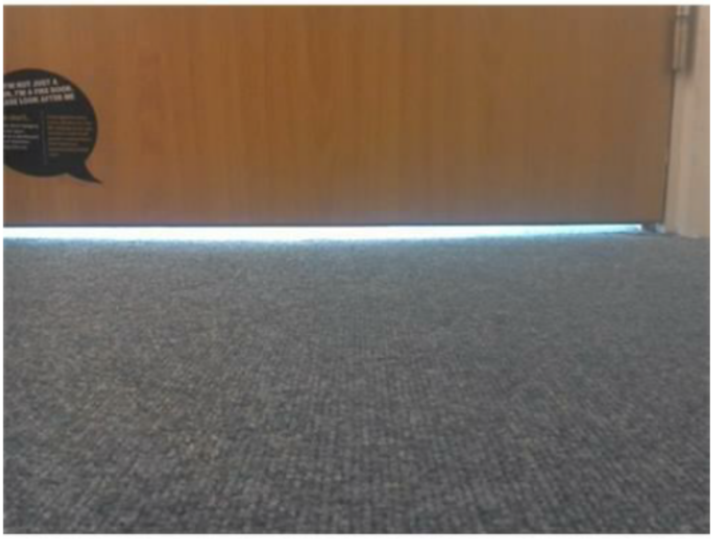

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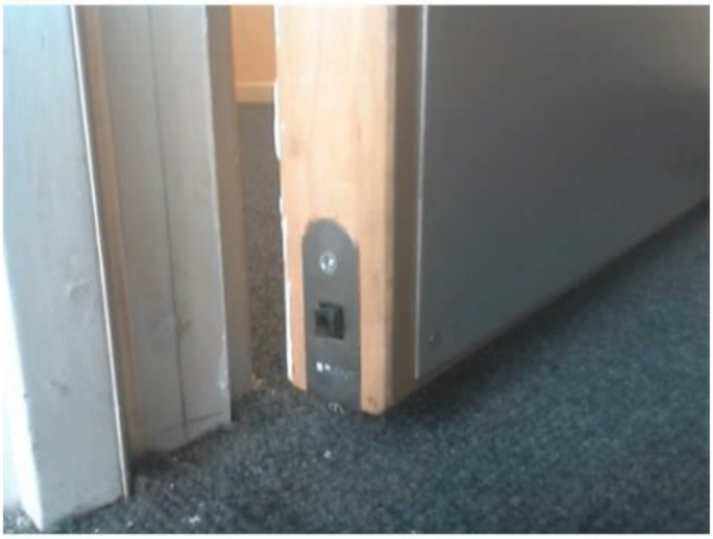

Locations of Non-conformity (one floorplan per page)

Block B

[redacted]

SECTION 4: ARCHIVE

SECTION 5: LOG BOOK

Fire Risk Assessment

Carried out on behalf of

University of Sheffield Burbage Block C-F

On the

01 Sep 2020

By

[redacted]

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    - 02 - Sources of Ignition
    - 03 - Sources of Fuel
    - 04 - Construction
    - 05 - Means of Escape
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FIRE RISK ASSESSMENT GUIDANCE NOTES

This Fire Risk Assessment has been compiled and formulated as required by the Regulatory Reform (Fire Safety) Order 2005, The Fire Safety (Scotland) Regulations 2006, The Fire & Rescue Services (NI) Order 2006 and The Fire Precautions (Workplace) Regulations (Northern Ireland Only). It has been constructed to be used as a tool for the safe management of a work place.

To use the Risk Assessment effectively follow the points below:-

1. Read the risk summary as a snap shot of the premises on the day of the Fire Risk Assessment. Recommendations from the Action Plan may have already been implemented by the time you read this.
2. The Risk Assessment is broken into the following twelve sections.
3. The Action Plan is the observations and recommendations of the Fire Assessor using their competence and experience to ensure the most pragmatic approach is applied to all significant findings.

   a. Read the Action Plan in its entirety as some actions may have an impact on other recommendations.
   b. Once the recommended action has been completed, the responsible person must sign and date the page relating to the non conformity this will then be automatically stored in the Archive Section which provides an audit trail.

4. It is essential that the Fire Log Book is maintained by the Responsible Person, to ensure that all tests, maintenance, practice drills and periods of instruction are recorded. If used as designed, this will then prove to be an invaluable Management tool.
5. If there are any material changes to the structure, layout, use of the building, type of business or changes in the number of staff then a new Fire Risk Assessment must be carried out.The Fire Risk Assessment should be reviewed by a competent person by the review date or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes to the premises, the occupancy or its use. It is recommended to have a review carried out annually to ensure all fire safety measures and practices are being adhered to.

SECTION 1:MANAGEMENT OVERVIEW - RISK ASSESSMENT

Address
University of Sheffield Burbage Block C-F
14 Endcliffe Avenue
Sheffield
S10 3EA

Responsible Person
University of Sheffield

Article 5(3) Persons
[redacted]

Telephone
[redacted]

Email
[redacted]

Building Id
10031494
Assessment Id
10058274

This Risk Assessment was carried out on 01 Sep 2020 and the assessor has stated that this building cannot be below Medium risk.

Building Details:		
Assessor:	[redacted]	
Checked By:	[redacted]	Date: 23/09/2020
Validated By:	[redacted]	Date: 23/09/2020
Area:	600m2	
Number of floors:	6	
Occupied floors:	5	
Number of occupants:	104	
Is customer LandLord?:	No	
Type of alarm:	Category L1 System	

Live Fire Log Book	Next Due Date
Risk Assessment	01/09/2021
Fire Drill	Records held off-site
Fire extinguisher maintenance:	Records held off-site
Fire Safety Training	Records held off-site
Fire Marshal Training	Records held off-site
Fire Alarm Service	Records held off-site
Emergency Lighting Service	Records held off-site

Description of Property

Traditional brick construction with additional cladding. [redacted]

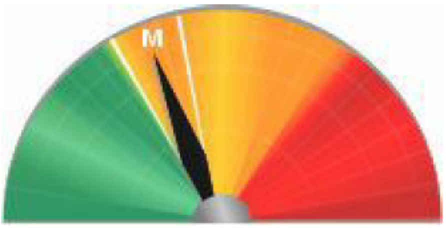
[redacted]

[redacted]

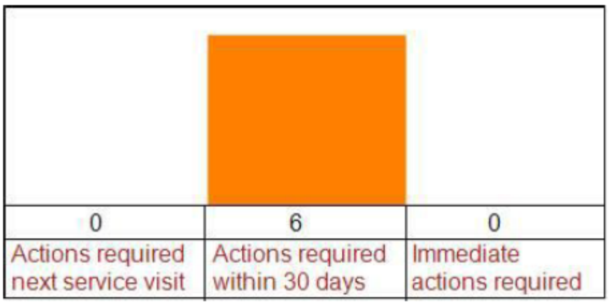
[redacted]

[redacted]

Communal circulation areas, including kitchens, store cupboards, service cupboards, plant room and external areas.



This Risk Assessment was carried out on 01 Sep 2020 and this property was considered a Medium risk property.



To view actions outstanding click here

History of Incidents

None reported

Risk Assessors Summary

This fire risk assessment (FRA) is a review of the previous FRA that was carried out in May 2019 and an overall view of the building in its current state at time of our survey.

The ongoing coronavirus pandemic has meant that the accommodation has been unoccupied for a longer period of time than it would normally be, this is reflected in the overall good state of repair the building is in due to its lack of use and ongoing fire safety management improvement measures.

[redacted] of Engie is the person who provided information prior to our survey. [redacted] is the Article 18 nominated competent person as per the requirement under the Regulatory Reform (Fire Safety) Order 2005.

The fire risk assessor was not made aware of any current or pending enforcement notices from the local fire and rescue service.

The fire risk assessment is for the communal and landlord areas only. The student's flats/bedrooms were not accessed by the risk assessor and are not covered within the scope of this assessment. The occupancy number for the building is based on 1 person sleeping in each flat/bedroom.

The main fire hazards in the buildings current state is the electricity and gas that serves the building and the kitchen electrical appliances, this includes electrical appliances brought onto the site by the students. All students should be reminded of the dangers of leaving combustible items too close to a heat source. A proactive approach should be taken by the landlord and management team if they find any fire safety issues.

Most electrical appliances were switched off at time of survey. It is recommended that when the building is not in use, that all electrical appliances are switched off until required.

PAT testing is carried out on all portable appliances that are provided by the Landlord and extends to any students kitchen portable appliance that is available at time of testing.

There is a no smoking policy in force throughout the block, no evidence regarding smoking inside the building was found at the time of the assessment. All staff should assist in monitoring any illicit smoking within this or other blocks on the campus.

There is no history of Arson.

Students should be reminded of the importance of the fire doors throughout the block. It is recommended that the labels reminding students to keep fire doors shut (on the bottom of the fire doors) are re-located to head height.

Persons at risk are students and any visitors, cleaning staff and contractors. All staff are given fire safety information for the blocks as part of an induction. All visitors and contractors are also required to complete an induction which covers the actions to be taken in the event of a fire.

One of the main issues previously raised was the standard of the fire doors, in as much, as the fitting of the doors into the frames did not meet the required standard. This was usually due to excessive gaps at the threshold, between double doors opening into service shafts, and gaps between single doors and the door frames. The original builders (Lend Lease) agreed that modifications and improvement to the existing doors were required and have been upgrading the fire doors since. This survey has found that much improvement has been made to the vast majority of the sites fire doors, however there are some that appear to have been missed and a small amount that have been damaged. Due to the amount of fire doors on site this upgrade work is still ongoing.

[redacted]

The compartmentation and level of fire stopping appears satisfactory, Identification labels are in place showing where passive fire protection has been installed.

It has been previously documented that the original automatic fire detection and alarm system installation did not meet with BS 5839-1 category type L1, due to the lack of smoke detection in some electrical service riser cupboards. This conversation is still ongoing between the building's management and the original builder (Lend Lease) as to what the original design intent was. The size of some of the riser cupboards and the risk of a fire occurring in them and it spreading is still the cause for debate. It is the assessor's opinion that this discussion needs to take into account the amount of combustible items that are continuously found stored in some electrical service riser cupboards to assess the need for installing smoke detection in all of them. If the management of these cupboards is not improved, then the risk can only increase, subsequently necessitating the need for all electrical service riser cupboards to have smoke detection installed in them.

The fire alarm system is currently being upgraded due to its age.

Engie use their own facilities management systems to pre plan and record all scheduled maintenance and testing and therefore, to avoid duplication, the 'Live' logbook has not been utilised. No servicing records were viewed at time of survey, these records will need to be checked and validated.

The weekly test of the fire alarm is carried out by Engie who also check the operation of automatic closing fire doors at that time and ensure that the doors locked electronically and unlock on operation of the alarm.

A fire and security engineer employed by Engie is permanently on site and carries out annual servicing of the alarm system on each block in rotation. In addition, the engineer also checks and maintains the refuge communication facility.

Engie also test the emergency lighting on a monthly basis and carry out any repairs required.
June is the emergency lighting annual duration test, and this is carried out, in house, on all blocks during this month.

The location of all fire dampers (2218 across the whole campus) are known and these receive annual testing and maintenance, various rectification recommendations have been made on previous inspections and remedial works are still ongoing.

The university operates a full evacuation procedure (Simultaneous evacuation), which is suitable for this type of occupancy and building. This is in line with the buildings Fire Strategy.

General Fire Precautions - University Responsibility

Although the frequency of fire drills and the level of staff training are not the responsibility of the Engie, it is considered relevant to include information regarding this, and other fire procedures such as evacuation for persons with mobility issues.

Fire drills are carried out by University on or around [redacted] each year. They maintain records of evacuations and associated fire marshal training.

With regard to the evacuation of persons with disabilities, Personal Emergency Evacuation Plans (PEEPs) are formulated by the University. Students are asked, when applying for accommodation, if they have any disability issues so the University can provide suitable accommodation or provide equipment such as vibrating pillows etc or ensuring that they are accommodated in rooms with strobe lighting linked to the fire alarm.

With regard to students with mobility issues, they will be accommodated in ground floor accommodation provided the University is made aware of their

With regard to students with mobility issues, they will be accommodated in ground floor accommodation provided the University is made aware of their requirements. The University's current procedure ensures that there are very few students with mobility issues on upper level accommodation.

The general fire procedure for the University is that, on operation of the alarm system, a signal showing the alarm location will be sent to the Campus Control, which is off site. Campus Control has wireless and land line communication with the University Security who are on call 24 hours a day. Security will respond to the location of the alarm to confirm if it is a genuine signal or otherwise. Campus Control will then summon the fire service using the 999 system. This is in addition to the fire procedure when a student could phone 999 independently on discovery of fire.

Fire hydrants are located around the campus streets.

SECTION 2: RISK ASSESSMENT

01 - Persons at Risk

It is important to consider all relevant persons that use the premises. This will include persons that use the building on a day to day basis such as staff or residents but also any persons that visit the premises on temporary basis such as visitor or contractors. Particular care should be taken to identify any risks to vulnerable persons such as those with disabilities or young persons.

Sub Section	Question	Answer	Action Plan	Status
01 - Young Persons	Are young persons in the premises?	There are no young persons present at the time of this fire risk assessment.		**N/A**
02 - Persons with Special Needs	Are persons with special needs in the premises?	Persons with special needs are present and the Responsible Person has completed a Personal Emergency Evacuation Plan (PEEP).		**Compliant**
03 - Members of the Public	Are members of the public present in the premises?	There are no members of the public allowed access to the building at the time of this fire risk assessment.		**N/A**
04 - Occupancy Numbers	Is the occupancy level for the premises acceptable?	The occupancy capacity, width of escape routes and exits appear to be sufficient.		**Compliant**
05 - Lone Working	Are there areas where relevant persons are isolated?	At the time of this fire risk assessment Company policy prohibits the practice of lone working.		**N/A**

02 - Sources of Ignition

The premises is assessed to identify all potential ignition sources that may be the cause of a fire. Examples of Ignition sources can be any heat generating equipment such as portable heaters, cooking equipment and power tools. Fixed installations and portable electrical equipment can also be an ignition source if they are misused or not maintained. Naked flames and equipment that generates sparks must be strictly controlled.

Sub Section	Question	Answer	Action Plan	Status
01 - Heating - Gas and Electric - including Portables	Are all heating appliances correctly installed, adequately protected and maintained?	All appliances are correctly installed and adequately maintained.		**Compliant**
02 - Electrical Services	Are all electrical installations and appliances correctly installed and maintained?	All electrical installations and appliances are correctly installed and adequately maintained.		**Compliant**
03 - Lightning Protection	Is lightning protection provided for the building?	A lightning protection system has been installed, the system is being periodically inspected and maintained.		**Compliant**
04 - Miscellaneous	Are potential sources of ignition adequately controlled?	Potential sources of ignition present are adequately controlled.		**Compliant**

03 - Sources of Fuel

In order for a fire to develop the presence of fuel is required. By managing the quantity, type and location of combustible materials the risk of a fire developing can be greatly reduced. The storage of combustible materials within the escape routes or places of high fire risk such as boiler rooms or electrical cupboards must be prevented.

Sub Section	Question	Answer	Action Plan	Status
01 - Housekeeping	Are house keeping arrangements satisfactory?	Poor housekeeping has resulted in an accumulation of rubbish, waste paper or other materials that could catch fire or be set alight.	M	**Non_Compliant**

04 - Construction

The fire protection of the building is required to ensure that fire is unable to spread and also to prevent premature collapse in the event of fire. It means that the occupants can safely exit the premises without undue risk, whilst it is not perceived that any building should be sacrificed it is always possible to avoid the loss of the premises.

Sub Section	Question	Answer	Action Plan	Status
01 - Structural Elements	Are the fire resisting and separating walls and floors in good condition?	The fire resisting walls and floors appear to be of an acceptable standard.		**Compliant**
02 - Lift Shafts	Are the lifts contained within protected shafts?	The lifts are contained within a protected shaft.		**Compliant**
03 - Protected Shafts	Are the escalators, chutes, ducts and pipes contained within protected shafts?	The services are contained within protected shafts.		**Compliant**
04 - Concealed Spaces - Cavities	Are the concealed spaces or cavities protected with suitable cavity barriers?	The cavity barriers appear to be acceptable.		**Compliant**
05 - Protected Stairways	Are the stairways within the building required for means of escape adequately enclosed with fire resisting construction?	The stairways are enclosed throughout their height to an acceptable standard.		**Compliant**
06 - Higher Risk Areas	Are areas of higher risk and places of special fire hazard sufficiently separated from the remainder of the building by fire resisting construction?	The high risk areas and places of special fire hazard are adequately separated with fire resisting construction.		**Compliant**
07 - Surface	Are the materials used to line walls and ceilings of the correct	The materials lining the walls and ceilings		**Compliant**

Spread of Flame	surface spread of flame classification in accordance with the Approved Document B of the Building Regulations?	are deemed to be of an acceptable standard.

05 - Means of Escape

To ensure a safe escape the escape routes must be protected from smoke, heat and flames. The distance that occupants have to travel must also be regulated to ensure that the distance people have to travel to safety is within the prescribed guidelines.

Sub Section	Question	Answer	Action Plan	Status
01 - Means of Escape for the Disabled	Are there adequate arrangements for the evacuation of disabled people?	The evacuation arrangements for disabled people are considered adequate.		**Compliant**
02 - Premises that are multi-occupied	Are the escape routes for all the building occupants acceptable?	The premises are multi-occupancy and the means of escape from each occupancy is considered satisfactory.		**Compliant**
03 - Escape routes and travel distances from within a storey	Are the escape routes sufficient in number and travel distance from any point within the floor area to the nearest storey exit, having due regard to the layout of walls, partitions and fittings within current guidance?	The travel distance to the nearest storey exit is within current guidance.		**Compliant**
04 - Occupancy Numbers	Is the occupancy level for the premises acceptable?	The occupancy capacity and width of escape routes and exits appear to be sufficient.		**Compliant**
05 - Protected Corridors	Are the protected corridors suitable and sufficient to allow the occupants to reach a storey exit safely?	All protected corridors are adequate to allow the occupants to reach a storey exit safely.		**Compliant**
06 - Escape from Inner Rooms	Is the escape from inner rooms acceptable?	No risk from inner room situations present.		**N/A**
07 - Accommodation Lifts and Stairways	Are the accommodation lifts and or stairways positioned so that they do not impact on the escape routes from upper floors?	The position of accommodation lifts and or stairways is such that they do not prejudice the escape from upper floors.		**Compliant**
08 - Protected Stairways	Do the protected stairways offer sufficient and suitable protection to ensure the safe escape of all occupants?	Sufficient and protected stairways have been provided to ensure safe escape of all the occupants.		**Compliant**
09 - External Stairways	Is the external stairways provision sufficient and does it afford suitable protection to the occupants to ensure their safe escape?	No external stairways were present.		**N/A**
10 - Escape Route across a flat roof	Is the escape route across a flat roof acceptable?	Flat roofs do not form part of the escape route.		**N/A**
11 - Fire-resisting doors	Do the fire resisting door sets meet the appropriate standard?	Fire doors were found to be wedged open.	G	**Non_Compliant**
12 - Fire-resisting partitions	Are the fire resisting partitions present installed and maintained to the appropriate standards?	The fire resisting partitions within the building are constructed and maintained to an appropriate standard.		**Compliant**
13 - General Doors	Are the doors required to form part of the escape route in an emergency?	All the doors required to form part of the escape route are in good working order and are capable of being used effectively.		**Compliant**
14 - Housekeeping	Are house keeping arrangements satisfactory?	Combustible materials are located/stored in the escape routes.	A	**Non_Compliant**
14 - Housekeeping	Are house keeping arrangements satisfactory?	The escape route is obstructed.	D	**Non_Compliant**

06 - Fire-fighting Equipment

Fixed and portable firefighting equipment can be used to good effect and minimize damage to the premises. If a fire has been detected in its early stages fighting the fire in these early stages will contain its growth and reduce hazards to the occupants such as smoke and heat as well as minimising potential financial loss to the business and the impact on jobs.

Sub Section	Question	Answer	Action Plan	Status
01 - Portable Equipment	Are there sufficient quantities of portable fire-fighting equipment provided, correctly sited and adequately maintained?	The portable fire-fighting equipment is not being periodically maintained.	B	**Non_Compliant**
02 - Fixed Fire-Fighting Installations	Are the fixed fire-fighting installations correctly installed, adequately maintained and appropriate for the risk?	There is no requirement for a fixed fire-fighting installation at this premises.		**N/A**

07 - Fire Detection and Warning

It is essential for the safe evacuation of building occupants that they have been made aware of a fire incident as soon as possible. This will allow the Fire Service to be contacted in the early stages of the fire and most importantly all the occupants should have left the building to a place of safety before the fire has had the chance to take a hold. It is vital that any early warning and detection system be installed and maintained to British Standards.

Sub Section	Question	Answer	Action Plan	Status

01 - Fire Detection and Warning System Provision	Is there an adequate method for raising the alarm and detecting a fire present in the premises?	There is an appropriate method of raising the alarm and detection in the event of a fire.		**Compliant**
02 - Fire Alarm Maintainence	Is the fire alarm system routinely tested, inspected and maintained in accordance with current guidance?	The fire alarm system is routinely tested, inspected and maintained in accordance with current guidance.		**Compliant**

08 - Emergency Lighting

If the conventional lighting system fails in a building, an emergency lighting system may be required. The emergency lighting system should indicate the safe routes to and through the escape exits from the premises including any changes of direction or level en-route. It can also be used to illuminate fire alarm call points, refuges and firefighting appliances.

Sub Section	Question	Answer	Action Plan	Status
01 - The Emergency Lighting System	Is there an adequate method for illuminating the escape route and safety equipment in the premises?	It appears that the installed emergency lighting system will provide sufficient illumination (visual observation only, a physical test was not completed).		**Compliant**
02 - Maintenance of Emergency Lighting Systems	Is the emergency lighting system routinely tested, inspected and maintained in accordance with current guidance?	The emergency lighting system is routinely tested, inspected and maintained in accordance with current guidance.		**Compliant**

09 - Firefighters Provisions

As required under the Regulatory Reform (Fire Safety) Order 2005, The Fire Safety (Scotland) Regulations 2006, The Fire & Rescue Services (NI) Order 2006 and The Fire Precautions (Workplace) Regulations (Northern Ireland Only) consideration must be made to the effects of a fire in any given building to the Fire Service. Safety of the fire crews and their operational needs such as access, water supplies and building information must be reviewed and be made available for the Fire Service for consideration.

Sub Section	Question	Answer	Action Plan	Status
01 - Access for Fire Fighting	Have reasonable facilities and access for firefighters and fire appliances been provided to aid the protection of life?	Facilities and access for firefighters and fire appliances are available and adequate.		**Compliant**
02 - Firefighter Safety	Have all reasonable measures and arrangements been made to safeguard firefighting personnel in a fire situation?	All reasonable measures and arrangements for the safety of firefighting personnel in a fire situation are in place.		**Compliant**
03 - Water Supplies	Are water supplies adequately provided to assist firefighting personnel in their firefighting tasks?	There is adequate hydrant provision of adequate diameter in close proximity to the premises.		**Compliant**
04 - Rising Mains	Are rising mains adequately provided to assist firefighting personnel in their firefighting tasks?			**N/A**

10 - Management

Providing all of the elements of the fire safety plan (of which the fire risk assessment form just part) are adhered to, then the safe evacuation of all the occupants is then likely to be successful. If however the management of the fire safety plan is not adhered to the fire safety provisions may be seriously compromised.

Sub Section	Question	Answer	Action Plan	Status
01 - Management	Are management and employees fully aware of the fire safety features provided and their purpose?			**N/A**
02 - Staff Training	Have employees received appropriate fire safety awareness training?	This premises does not require employees to be trained.		**N/A**
03 - Housekeeping	Are house keeping arrangements satisfactory?	Inappropriate use of rooms/space.	A	**Non_Compliant**
04 - Arson	Are adequate measures in place to control risk of fire due to arson?	Adequate arson control measures are in place.		**Compliant**
05 - Smoking Policy	Is a suitable 'no smoking' policy in place?	An adequate "no smoking" policy is in place in accordance with current legislation and company policy.		**Compliant**
06 - Legislation	Has the premises been subject to an inspection by the Enforcing Authority?	The premises have not been subject to an inspection by the Enforcing Authority.		**N/A**

11 - Signs and Signals

Research has shown that members of the public may become confused and disorientated in the event of a fire. To save confusion which can jeopardise building occupants escape all safety signs should be installed and conform to Signs and Safety Signals Regulations.

Sub Section	Question	Answer	Action Plan	Status
01 - Provision of Fire safety Signs and Notices	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	Fire safety signs and notices are provided to the appropriate standards.		**Compliant**

12 - Effects on the Environment

A further requirement under the Regulatory Reform (Fire Safety) Order 2005, The Fire Safety (Scotland) Regulations 2006, The Fire & Rescue Services (NI) Order 2006 and The Fire Precautions (Workplace) Regulations (Northern Ireland Only) is that consideration must be made to the effects of a fire in any given building to the environment. The spread of fire to adjacent properties, the risks posed by the smoke from the materials contained within the building if affected by fire and if the water used for firefighting needs to be contained to protect the water course.

Sub Section	Question	Answer	Action Plan	Status
01 - Adjacent Properties	Has the Responsible Person considered the effects to adjacent buildings that might be caused by a fire on the site?	The Responsible Person has made adequate arrangements to mitigate any damage to the adjacent properties from a fire on the site.		**Compliant**
02 - Immediate Surroundings	Has the building's Responsible Person considered the effects to the environment that might be caused by a fire on the site?	The Responsible Person has made arrangements to mitigate any damage to the environment from a fire on the site.		**Compliant**

SECTION 3: ACTION PLAN

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
11713245	A	Are house keeping arrangements satisfactory?	Combustible materials are located/stored in the escape routes.	Items that are a source of fuel or are combustible and likely to increase the fire loading or spread of fire, should not be located on any corridor, stairway or circulation space that will be used as an escape route. Therefore, the combustible materials stored in the escape routes must be removed.	C1 corridor CD main entrance lobby	Statutory requirement of the Client	25/10/2020

Completed By............................ Date.................

Action Status Notes:

No notes have been entered

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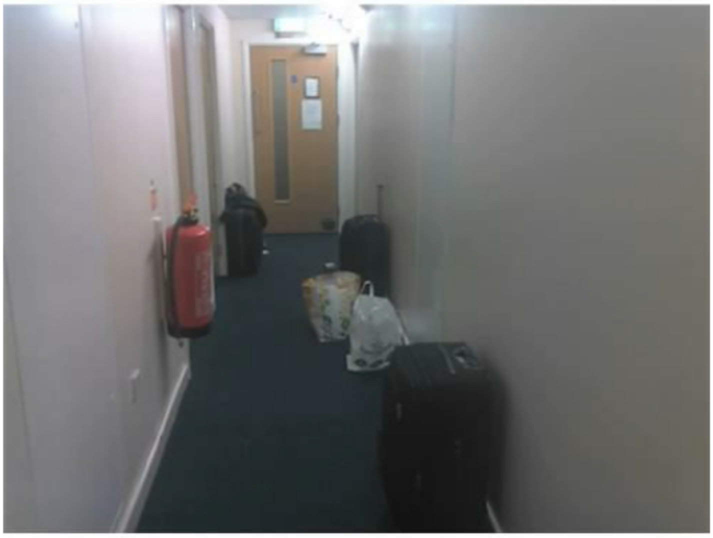

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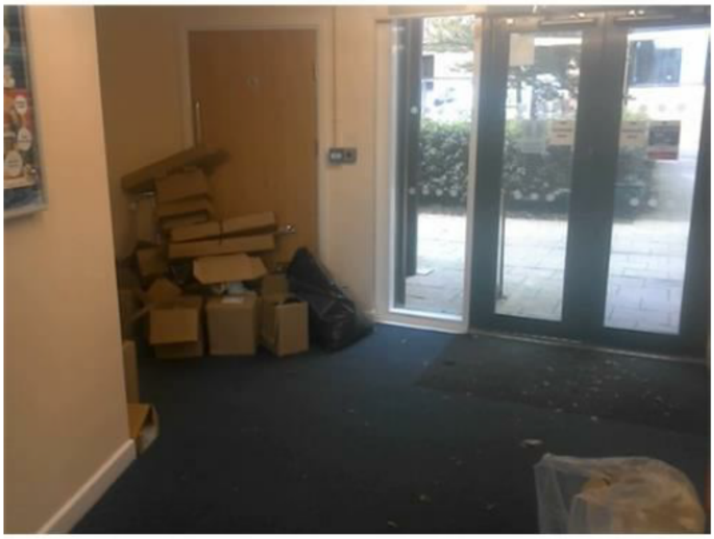

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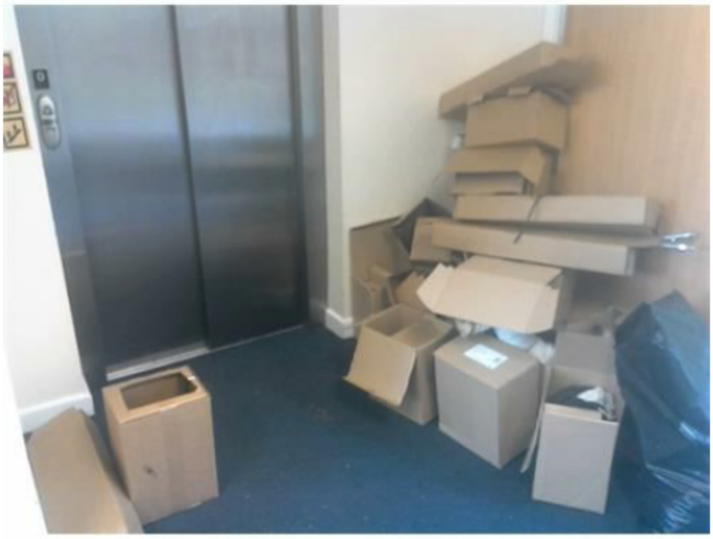

Locations of Non-conformity (one floorplan per page)

Ground Floor

[redacted]

[redacted]

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
11713259	A	Are house keeping arrangements satisfactory?	Inappropriate use of rooms/space.	The room/space should be utilised for the purpose for which it was designed.	Electrical riser cupboards C2 D2 E3 F3	Statutory requirement of the Client	25/10/2020

Completed By............................ Date................

Action Status Notes:

No notes have been entered

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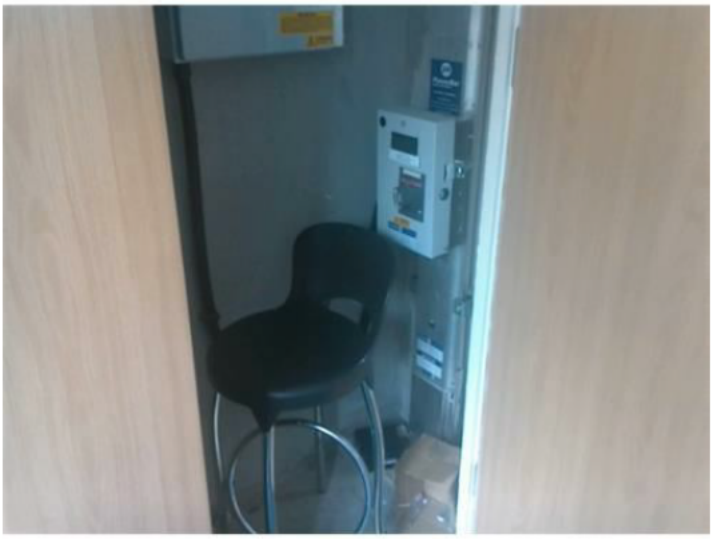

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Locations of Non-conformity (one floorplan per page)

First Floor

[redacted]

[redacted]

Second Floor

[redacted]

[redacted]

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
11713247	B	Are there sufficient quantities of portable fire-fighting equipment provided, correctly sited and adequately maintained?	The portable fire-fighting equipment is not being periodically maintained.	The equipment is to be periodically maintained by a competent person to BS 5306-3 and records maintained.	E5 kitchen	Statutory requirement for the Client	25/10/2020

Completed By.............................. Date.................

Action Status Notes:

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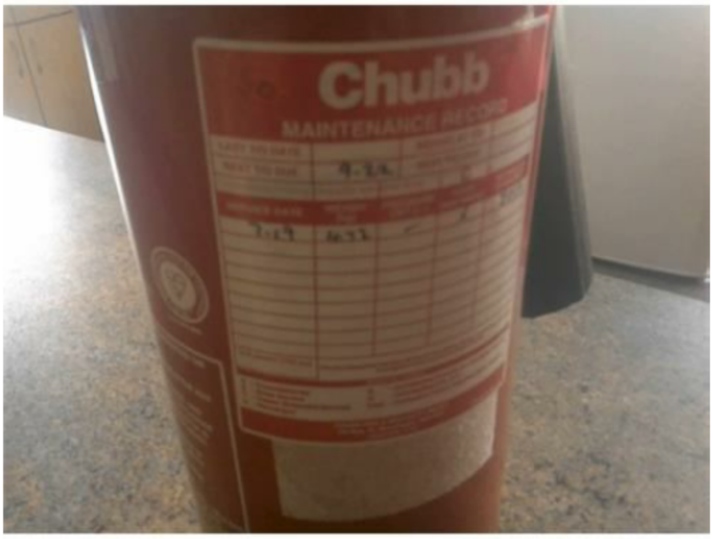

Locations of Non-conformity (one floorplan per page)

Fourth Floor

[redacted]

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
11713246	D	Are house keeping arrangements satisfactory?	The escape route is obstructed.	The items obstructing the escape route must be removed immediately.	C1 corridor	Statutory requirement for the Client	25/10/2020

Completed By............................ Date.................

Action Status Notes:

No notes have been entered

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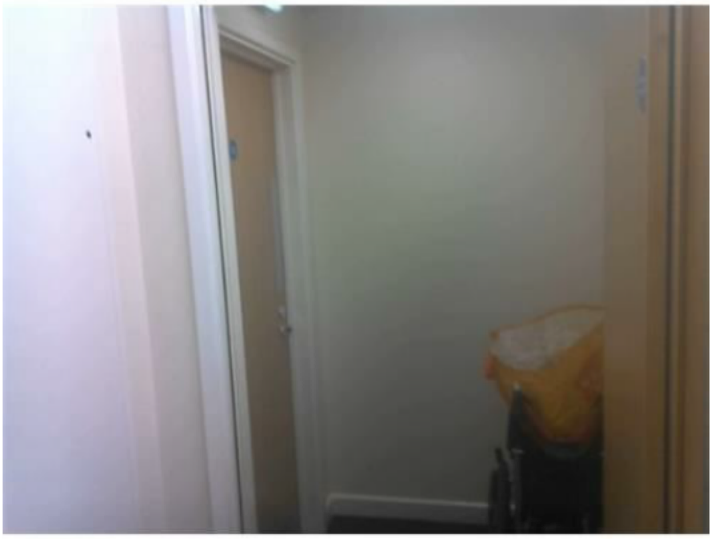

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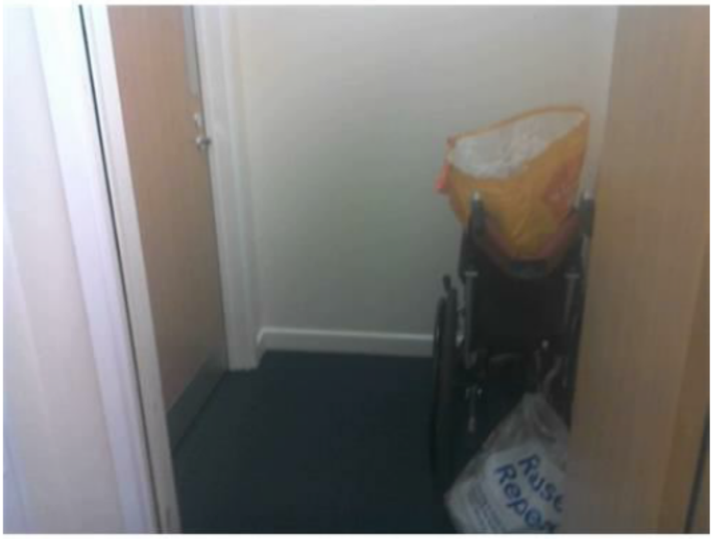


Locations of Non-conformity (one floorplan per page)

Ground Floor

[redacted]

[redacted]

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

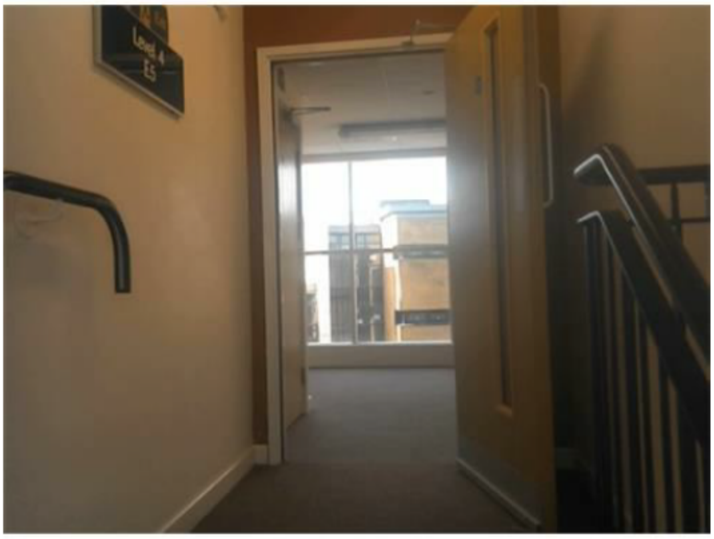
Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
11713242	G	Do the fire resisting door sets meet the appropriate standard?	Fire doors were found to be wedged open.	Remove the wedges from doors and maintain closed when not in use, this identifies a training need as staff do not understand the essential role of the fire door. If this door requires to be held open, an approved automatic hold open/release device can be installed as an acceptable alternative. Installation must be completed by a competent person in accordance with BS EN 1155 or BS 5839-3.	4th floor stairwell fire door	Statutory requirement of the Client	25/10/2020

Completed By............................ Date.................

Action Status Notes:

No notes have been entered

202091133926.jpg



Locations of Non-conformity (one floorplan per page)

Fourth Floor

[redacted]

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

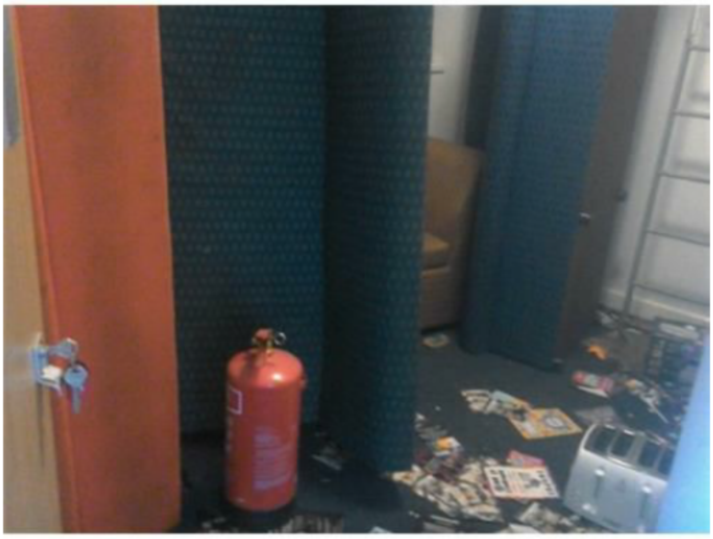
Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
11713225	M	Are house keeping arrangements satisfactory?	Poor housekeeping has resulted in an accumulation of rubbish, waste paper or other materials that could catch fire or be set alight.	Ensure an adequate housekeeping policy is implemented, consolidated with periodic management inspections.	Roof entrance area	Statutory requirement for the Client	25/10/2020

Completed By............................ Date.................

Action Status Notes:

No notes have been entered

20209113816.jpg



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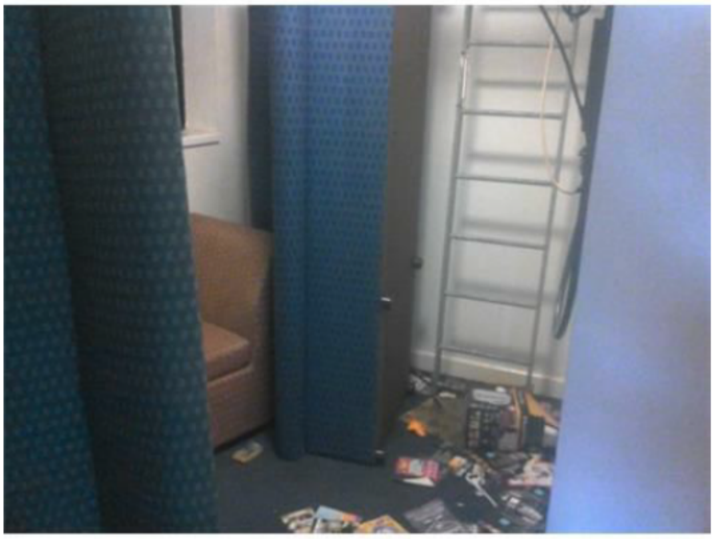

Locations of Non-conformity (one floorplan per page)

Fourth Floor

[redacted]

SECTION 4: ARCHIVE

SECTION 5: LOG BOOK